

POSITION DESCRIPTION

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| Title | Golf Grounds Superintendent, Seasonal | Type | Management |
| Department | Public Works | Union | Non-Union |
| Date | March 3 2020 | Location | 7 |

Job Overview

Responsible for operation of the golf course operation and maintenance. The responsibilities include: turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, scheduling/maintenance or irrigation systems, pesticide applications, related recordings, and compliance of regulatory issues. The Golf Course Superintendent works to create an environment where staff is involved and enthusiastic, with open communications and respect for themselves, members, guests and the property.

This is a seasonal position with no benefits.

Basic Functions

1. Responsible for all phases of Golf Maintenance and Agronomic operations, cost control, and personnel.
2. Works closely with, advises, and coordinates with the Head Golf Professional on any issues related to golf course maintenance.
3. Directs and participates in the construction and maintenance of the grounds.
4. Designs landscape plans for facility grounds and implements the plan.
5. Administers and enforces all Club rules, regulations and policies for staff.
6. Supports and assists with membership seminars and orientations.
7. Works closely with the GM/CEO/Supervisor to operate the Golf Course in a fiscally responsible and professional manner.
8. Must be able to work independently and be a self-starting problem solver.

Primary Duties

1. Oversees the care and maintenance of the turf, ornamental plants, shrubs, trees and wetlands on the facility grounds.
2. Directs and assists the staff on the planting of new vegetation, the replacement, spraying, pruning and trimming of trees and shrubs, the preparation of soil plant beds for aesthetically pleasing arrangements and tending to high stress areas.
3. Provides detailed annual plan for the various property levels and the designated landscaping areas. Includes rotational design to provide facility with fresh, eye-catching, interesting and pleasant atmosphere.
4. Manages an aggressive water usage tracking plan and irrigation systems and provides monthly reporting on retaining ponds, wells and other water source usage.
5. Recruits, supervises and retains maintenance staff. Conducts employee performance evaluations and exercises disciplinary action.
6. Provides technical, operational and safety training for employees to ensure that staff is working within OSHA, club safety, state and federal guidelines for safe working conditions.
7. Oversees subordinates in proper and safe operation and maintenance of mechanical and power equipment. Plans and budgets for additional or replacement capital equipment.
8. Supervises and participates in the application and recording of chemical applications (fertilizers and pesticides) on the Club's grounds in compliance with all local, state, and federal regulations.

9. Supervises and controls all maintenance expenses associated with Golf Course Operations, including payroll, supplies, chemicals and fertilizers.
10. Develops annual operating budget and plans for maintenance and capital improvement projects.
11. Maintains records and completes required reporting. Order parts, supplies and equipment as needed.
12. Schedules maintenance practices around member play and outings to maximize efficiency and minimize disruption to members.
13. Coordinates snow removal and winter maintenance activities when necessary.

Knowledge & Skills Required

1. Knowledge of management and maintenance of greens, fairways and roughs.
2. Knowledge of use and operating standards of equipment and tools used in golf course construction and maintenance work.
3. Skill in recruiting, supervising, training, monitoring, evaluating and motivating personnel.
4. Interpersonal skill to resolve conflict and work with supervisors, officials, employees, members and the general public.
5. Knowledge of safe use, mixing and application of chemicals and commercial products.
6. Knowledge of the game of golf, golf rules and methods of play.
7. Ability to anticipate personnel, equipment, and material requirements related to golf course maintenance and repair assignments.
8. Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.

Minimum Qualifications

1. 3-5 years' experience as a Golf Superintendent or 1st Assistant
2. 2-year Degree or Certificate in Turf Management (or related field, like agronomy, horticulture, plant science, soil science).
3. Advance computer skills required for financial reporting and control of operations, including use of Microsoft Office Suite.
4. Valid Pennsylvania Driver's License.
5. Pesticide Application License
6. Prefer Certification by the Golf Course Superintendents Association of America
7. Prefer good command of Spanish language

Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee occasionally is required to stand and talk or hear.
4. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
5. The employee will be required to and must frequently lift and/or move up to 80 pounds and occasionally lift and/or move objects greater than this with help.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

Work Schedule and Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

- with disabilities to perform the essential functions.
- 2. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
- 3. Will be required from time to time to work evenings and weekends.
- 4. The employee is frequently exposed to wet and/or humid conditions and unsanitary conditions.
- 5. The employee will occasionally work at a high elevation.
- 6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
- 7. The potential for the risk of electrical shock may also be evident.
- 8. The noise level in the work environment is usually loud in field settings, and can moderately quiet in office settings.
- 9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.
- 10. This is a seasonal position. Hours will typically be scheduled between 8 am – 5 pm, Monday thru Saturday, March thru November. Evening, weekend, holiday or hours adjustments may be required as job duties demand.
- 11. Daily reporting location is the Terra Greens Golf Course Maintenance Barn and work is performed at the Golf Course.

PRE-EMPLOYMENT CONDITIONS

- 1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
- 2. Background and prior employment verification will be performed on the applicant selected for this position.

The job description does not constitute an employment agreement between East Stroudsburg Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

East Stroudsburg Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, East Stroudsburg Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by Borough Council or the Borough Manager. This position is an at-will Exempt Management position. The position is salaried and no additional compensation is authorized for overtime.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature