SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Assistant Golf Course Superintendent

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Service-Maintenance
Status:	Non-exempt
Control No:	30853

II. Summary Statement of Overall Purpose/Goal of Position:

Under the close supervision of the Golf Course Division Head and/or Golf Course Superintendent, performs skilled work pertaining to risk management, maintenance and construction of City Golf Course sites and facilities, Golf Course Special Events, Irrigation Systems and other green spaces. Able to take over responsibilities as Golf Course Superintendent in his absence.

III. Essential Duties

- Perform safety inspections
- Inspect course to determine maintenance needs and take action
- Supervise and train seasonal and volunteer employees
- Budget Management - record invoices and expenses and keep Golf Course Superintendent appraised of budget standing and advise supervisor as needed
- Assist in preparation of operation budget and capital projects budget for the golf course
- Inspect, adjust and make repairs on sprinkler systems
- Install new sprinkler systems and upgrades to existing sprinkler systems
- Operate various types of heavy, light, and complex equipment used in the maintenance and construction of the golf course and facilities, backhoes, front end loaders, trenchers, tractors, lawn mowers, ATV's, etc.
- May perform any of the following duties: perform landscape construction and maintenance including soil preparation, mowing aerating, fertilization and planting of trees, shrubs, sod, and lawn seed.
- Act as golf course arborist
- Perform set-up and takedown of special events
- Assist with equipment maintenance: change fluids, sharpen blades, clean filters and repair small engines
- Keep maintenance records

IV. Marginal Duties

- Perform snow removal
- Stay current on trends in golf course maintenance and upkeep
- Perform general office duties - answer phones, take messages, type letters, and open mail
- Respond to public inquiries
- Perform other duties as assigned

V. Qualifications

Education: Two years training in golf course construction and maintenance and golf course irrigation system construction, maintenance, and management and/or related field.

Experience: Three years closely related work experience; may substitute any equivalent combination of

education and experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

License: Must possess a valid Utah Driver's License; must have CPR certification; must obtain a Utah Pesticide Applicators license within six months of hire;

Knowledge of: Principles of supervision and planning; tools, machines, and equipment used in the maintenance and construction of golf courses and facilities; OSHA and other federal safety standards; general construction practice and procedures; principles of plant and turf life.

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Responsibility for: Directly responsible for up to 12 seasonal employees and up to 4 volunteers. Great responsiblity for the care, condition and use of materials, equipment and tools.

Communication Skills: Contact with other City departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules; outside contact with the public.

Tool, Machine, Equipment Operation: Regular use of both light and heavy trucks; frequent use of tractors, backhoes, spray rigs, lawn mowers, welding machine and other golf maintenance related equipment. Occasional use of a personal computer, fax machine, copy machine and telephone.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the general public; work independently on assigned projects involving simple research and data collection; report preparation; follow written and verbal instructions.

VI. Working Conditions:

Extensive field work (90% of work is performed outside); frequent exposure to heat, cold, and wet/humid conditions; constant exposure to excessive noise an vibration; frequent kneeling, stooping, walking, bending, and lifting (up to 50 lbs.); moderate amount of mental effort required; requires some weekend, holiday, and evening work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.