SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Golf Course Superintendent

Revision Date: 02/06
EEO Function: Parks & Rec
EEO Category: Service Maintenance
Status: Exempt (Executive)
Control No: 30851

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

Under the direct supervision of the Director of River Oaks Golf Course, supervises and administers the maintenance and construction of golf course.

III. Essential Duties

- Supervise, provide training, and give clear instructions to employees.
- Provide appropriate job related training to employees.
- Assist in budget appropriation, preparation, and monitoring.
- Inspect golf course to determine maintenance needs and liability problems.
- Plan, design, and review all golf course plans.
- Forecast and monitor development and maintenance costs.
- Oversee physical setup needs for community promotions and special events.
- Provide specific documentation of inspection and maintenance records to meet risk management requirements.
- Organize and oversee golf course maintenance.
- Perform general office duties - answer phones, take messages, type letters, and open mail.
- Maintain Material Safety Data Sheet records for the golf course.

IV. Marginal Duties

- Stay current on trends in golf course maintenance.
- Perform other duties as assigned.
- Serve on a professional committee

V. Qualifications:

Education: Four years technical training in landscape architecture, horticulture, or related field; may substitute any equivalent combination of education or experience.

Experience: Five years related work experience which includes progressively increasing responsibilities and supervisory experience; year for year, up to two years of additional directly related education for experience.

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

Certificates/Licenses: Must possess a valid Utah Commercial Driver's License (CDL).

Knowledge of: Principles of management, supervision, and planning; OSHA safety standards; maintenance practices and procedures; landscape design and maintenance; accounting; agronomy or horticulture; recreation; public relations; correct English usage, spelling, and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; the exercising of extreme discretion and independent judgement; responsibility for the direct supervision of 2 full-time employees and up to 15 temp/seasonal employees.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a telephone, computer, fax and copy machine; occasional use of a TV and VCR, trucks, tractors, and mowers.

Analytical Ability: Organize, delegate, and establish meaningful goals; design and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving research and data collection; report preparation and budget data preparation.

VI. Working Conditions:

Occasional exposure to unpleasant or hazardous working condition by noise, dust, water, heavy equipment, and outdoor work in all types of weather; moderate stooping and kneeling is required; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening, weekend, and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

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.