

SUPERINTENDENT OF GOLF

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the planning, directing, supervising and maintenance of the day-to-day construction and maintenance of the golf course. The work is performed under the direct supervision of the Commissioner of Public Works, Parks, Recreation & Youth Services, with leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of the golf course seasonal maintenance employees, Golf Course Supervisors and Golf Course Technicians. This position differs from the Director of Golf in that the incumbent in this position is not responsible for the running of the golf course or club house. Does related work as required.

TYPICAL WORK ACTIVITIES:

Hires, supervises and evaluates the staff performing daily maintenance of the golf course;
Maintains golf course to ensure optimum playing conditions;
Supervises the maintenance and repair of construction and maintenance equipment;
Schedules seasonal maintenance employees to ensure adequate staffing and quality of playing conditions;
Maintains time and attendance records;
Prepares and maintains various records and reports relative to the maintenance of the golf course;
Trains seasonal maintenance staff in the operation of water and irrigation systems used in the maintenance of a golf course;
Works with the Director of Golf in preparing the annual golf course budget;
Purchases equipment and supplies used in the daily maintenance operations of the golf course and its facilities;
Trains and supervises maintenance personnel regarding the proper and safe methods of applying chemicals;
Records and submits reports to the New York State Department of Environmental Conservation (DEC) regarding chemical use;
Consults with the Commissioner of Parks and Recreation on the recommendation and planning of golf course improvements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of golf course maintenance and management;

Good knowledge of chemicals and their application;
Good knowledge of equipment and supplies needed for maintenance of a golf course;
Good knowledge of water, irrigation and drainage systems and their control methods as they relate to a golf course;
Working knowledge of New York States Department of Environmental Conservation regulations regarding chemical application use;
Ability to communicate effectively both orally and in writing;
Ability to supervise the work of others;
Ability to plan, assign and direct maintenance operations;
Ability to prepare various reports;
Ability to handle multiple projects simultaneously;
Initiative;
Dependability.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in turf grass science, turf grass management, golf course operations or a closely related field* and four years of experience in grounds maintenance which included golf course maintenance, two years of which must have included supervisory responsibilities; OR

B) Graduation from high school or possession of an equivalency diploma and six years of experience in grounds maintenance which included golf course maintenance, two years of which must have included supervisory responsibilities.

***NOTE:** Degrees in landscape design & management, horticulture or business administration are not considered to be closely related fields.

SPECIAL REQUIREMENT: Possession of a current Commercial Pesticide Applicator's License as issued by the New York State Department of Environmental Conservation.