

ASSISTANT GOLF COURSE SUPERINTENDENT

Definition:

The Assistant Golf Course Superintendent reports directly to the Golf Course Superintendent (GCS). Under the superintendent's supervision, the Assistant GCS directs and participates in the maintenance of the golf course tees greens, fairways, irrigation and cart paths; supervises the maintenance and repair of motorized and other mechanical equipment; and does related work as required. The Assistant GCS may serve in the Superintendent's capacity during his/her absence.

Typical Functions:

The Assistant GCS assists in planning, laying out, and supervising the maintenance of greens, tees and fairways; schedules work and supervises the employees and the use of the equipment. The assistant also trains equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems. This position assists in personnel management and evaluation, employee safety, personnel discipline and may also modify the daily work schedule based on professional interpretation. The assistant will report to superintendent on work progress, crew problems, and daily activity.

Employment Standards:

Requires working knowledge of the maintenance of golf course tees, fairways, greens; the seeding and maintenance practices for golf course turf; the planting, cultivating, pruning, and caring for plants, shrubs and trees; the characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation system, including wells, pumps and automatic controls. Also requires the ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; to prepare clear and concise reports; and to maintain effective employee and public relations. Work schedule will be 45 to 55 hours a week from May to October, and 40 hours a week during other times of the year. Comp time will be given for hours worked beyond these guidelines. Comp time will be scheduled during the off season with the superintendent.

Requires current state licensing as a pesticide applicator.

Requires a valid driver's license.

See attached environmental and safety training.

Also attached, note the job descriptions for other positions.

CHEMICAL TECHNICIAN

Definition:

The Chemical Technician, under the supervision of the Golf Course Superintendent or Assistant Superintendent, performs chemical applications on golf course properties. The Chemical Technician is responsible for reading, understanding and keeping current with Material Safety Data Sheets (MSDS). This position is also responsible for compiling preliminary reports of pesticide usage for the Golf Course Superintendent.

Typical Functions:

The Chemical Technician must perform routine safety inspections on all spraying equipment. Incumbent maintains chemical storage and mixing areas in compliance with county, state, and federal regulations and is responsible for the safety and direction of chemical handlers and/or helpers. Incumbent must be knowledgeable in the safe mechanical operation and calibration of the following types of equipment:

- Mechanically pressurized spray equipment.
- Hand-operated spray equipment.
- Hand-operated rotary spreaders.
- Hand-operated drop spreaders.
- Utility tractors.

Training Requirements:

Must have completed training requirements as demanded by the state and federal governments, including those required by the OSHA Hazard Communication Standard.

Employment Standards:

Requires complete knowledge of chemical application equipment.

Requires current state certification or licensing as a pesticide applicator, and ability to follow oral and written directions.

Requires a valid driver's license

Please refer to the attached Groundskeeper job description and environmental training.

EQUIPMENT MANAGER

Definition:

The Equipment Manager reports to the Superintendent and oversees a comprehensive preventive maintenance program. This program includes the repair of broken or failing equipment, keeping records of parts and labor needed to maintain each piece of equipment and placing orders for parts and supplies needed for equipment or service. The Equipment Manager schedules and directs work assignments of the assistant mechanic.

Typical Tasks:

The Equipment Manager inspects, diagnoses and repairs mechanical defects in diesel-, electric- and gasoline- powered automobiles, trucks, trenchers, sweepers, rollers, mowers, and other mechanical equipment used in utility work; sharpens mower blades; disassembles motors and performs general overhauling; grinds valves; repairs transmissions, differentials, carburetors, distributors, fuel pumps, steering systems, starters, generators, universal joints, hydraulic systems and high pressure pumps and valves; installs and adjusts brakes; installs batteries, tires, wiring and glass; welds and may do some machining work in making fittings used in maintenance equipment; frequently makes emergency repairs on the course. The incumbent also maintains a preventive maintenance program on all equipment; purchases repair parts and replacement supplies; maintains a complete set of records for equipment and parts inventory, purchases of parts, equipment conditions, cost of repairs and preventive maintenance for all equipment; spot checks equipment for performance in the field; services or supervises servicing of equipment prior to use and is responsible for shop area maintenance. Responsible for fuel monitoring and maintaining records, spot checks performance of equipment in the field, spot checks hoses for wear, compliance with attached environmental and safety program, and for emergency repairs on the course. The mechanic will report any abuse of equipment to the superintendent, arrive before crew in the morning to assure machinery is ready to operate, and he will monitor the radio at all times. The mechanic will be responsible for the maintenance facility and shop cleanliness and will strive to improve shop/facility conditions as time and budget allows. Regulates employee use of equipment in absence of Superintendent and Assistant Superintendent, if needed, and performs other duties as directed by the Superintendent

Employment Standards:

Requires working knowledge of light and heavy maintenance equipment and automotive apparatus; skill in the use of a wide variety of equipment repair tools, and the making of various types of mechanical repair; knowledge of the theory, care, and operation of internal combustion engines and mowing equipment; ability to diagnose mechanical troubles and determine appropriate maintenance work; ability to communicate effectively and keep business records. May require attendance to educational seminars.

Requires a valid driver's license.

IRRIGATION TECHNICIAN

Definition:

The Irrigation Technician, under the supervision of the Superintendent or Assistant Superintendent, is responsible for the programming, operation and maintenance of the golf course irrigation system. The Irrigation Technician is required to report any irregularities in course turf quality to the Superintendent or Assistant Superintendent.

Typical Tasks:

The Irrigation Technician waters, greens and fairways; operates irrigation heads in dry areas needing additional water; repairs the irrigation system, pipes and irrigation heads as needed; and fills out requests for irrigation and course parts and supplies. The Irrigation Technician may occasionally supervise a small labor force for special projects, and performs other duties as directed by supervisor.

Employment Standards:

Requires working knowledge of basic electricity and hydraulics related to an irrigation system, including automatic valves and controllers, and working knowledge of various types of pumps and pumping systems. Requires understanding of agronomy, turfgrass science and the rules of golf; knowledge of tools, methods and materials used in grounds and landscape area maintenance work; ability to operate light motorized equipment; and ability to follow oral and written directions.

Requires a valid driver's license.

This is in addition to the job description for Groundskeeper.

GROUNDSKEEPER

Definition:

Groundskeepers, under the supervision of the Superintendent or Assistant, perform routine manual labor involved in golf course maintenance; do semi-skilled grounds construction and maintenance work; operate small hand-powered equipment; and occasionally perform work involving large equipment such as tractors, loaders; and fairway, green, tee and rough mowers.

Typical Functions:

The Groundskeeper operates mowers and string trimmers in trimming greens, aprons, tees, around trees, fence lines, banks and hillsides; edges cart paths; edges, rakes and maintains sand bunkers; sets tee markers and cups on greens daily; maintains ball washers; replaces tee towels and flags when needed; removes debris; and cleans flower beds. The Groundskeeper mows greens, tees, fairways, and rough with appropriate mower. The Groundskeeper maintains fuel and fluid levels for all types of equipment on a daily basis; reports equipment problems or failure to the Equipment Manager immediately; returns all equipment to the designated location at the maintenance facility; and cleans the maintenance areas. The Groundskeeper helps in project work; assists in the construction of new greens, tees and fairways; grades and prepares soil base; lays sod; and seeds tees, greens and fairways. The Groundskeeper installs forms and lays walks and paths using gravel and asphalt mixes; excavates and backfills ditches and trenches with hand tools; repairs and replaces pipe on irrigation systems; and may be asked to operate mowers, dump trucks or other light equipment. Performs other duties as directed by his/her supervisor. May be required to do tree work.

Employment Standards:

Requires knowledge of methods and materials used in grounds and landscaped area construction/maintenance work; working knowledge of and ability to use hand and power tools and equipment; ability to operate trucks and light motorized equipment; physical strength, stamina and agility; and ability to follow oral and written directions.

Requires a valid driver's license.