

JOB DESCRIPTION

Job Title: Assistant Golf Course Manager

Department: Parks and Recreation

Reports to: Golf Course Manager

FLSA Status: Full Time Non-Exempt

Salary: \$32,000.00 to \$40,000.00 annually with benefits (Depending on Qualifications)

Revised: July 6, 2022



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SUMMARY

Under direct supervision of the Golf Course Manager, the Assistant Golf Course Manager provides technical and managerial supervision in the maintenance of the municipal golf course grounds, facilities and equipment. The incumbent works together with the Golf Course Manager to ensure the golf course is in its best condition for members and guests alike.

This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Hires, trains, evaluates and disciplines employees.
2. Supervises staff in determining the need for irrigation, seeding rates, fertilization rates, sod cutting, cutting turf grass on fairways, tees, greens, roughs; raking sand traps, and oversees assignments to subordinate personnel.
3. Ensures that subordinates provide for the proper care and cultivation of shrubs, trees, and flowers; pruning, trimming and spraying, including the application of pesticides, fertilizer, fungicides, and insecticides.
4. Oversees repairs of broken lines or valves for water system, and may perform necessary repairs in times of emergency. Also assists in the planning and development of new irrigation systems, including re-designs and modifications of existing irrigation systems.
5. Ensures all workers are trained in the proper operation, care, and maintenance of equipment. Supervises maintenance and repair of assigned vehicles and equipment.
6. Coordinates activities with golf course professionals and staff, always maintaining good public relations.
7. Performs necessary general grounds maintenance work.
8. Maintains detailed records of personnel, equipment used, supplies, and schedules, indicating application of fertilizers, sprays, chemicals, and their use for each season.
9. Keeps daily records of course activities such as: fertilizing, cutting cups, spraying, etc. and assists in preparing reports reflecting total hours of personnel and equipment used.

10. Help plan, schedule and monitor all daily operations including insuring adequate staffing schedules for daily needs as well as coordinating vacations.
11. Assist in establishing, promoting and enforcing safety practices in accordance with local, state and federal regulations.
12. Prepares annual budget/budget forecasting reflecting necessary and requested expenditures.
13. Regular attendance of scheduled work hours is required.
14. Performs any other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES

Assists with supervision of a medium to large size staff, including the Golf Course supervisor and laborers.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in agronomy, plant science, horticulture, or related field, plus two (2) years of turf management, which must have been in a supervisory or lead worker capacity, or any equivalent combination of education and experience.

Special Requirements:

- Must possess a valid Oklahoma driver's license and noncommercial pesticide applications Certificate

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge in methods, equipment, and materials used in maintaining a golf course.
- Good knowledge of general repair and maintenance procedures.
- Good knowledge of practices and principles of effective supervision.
- Considerable knowledge of mixing and administering chemicals used in treating turf.
- Considerable knowledge of automatic irrigation systems.
- Considerable skill in planning and assigning work to subordinates;
- Ability, when necessary, to perform work requiring a moderate amount of physical stamina outdoors in a variety of weather conditions.
- Full understanding and skill in operating equipment used in the maintenance of golf course grounds;
- Ability to deal effectively with supervisor, subordinates, and the general public;
- Ability to communicate effectively verbally, in writing, and electronically.
- Ability and willingness to work irregular hours including nights and weekends.
- Ability to safely operate a motor vehicle.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members

TOOLS & EQUIPMENT USED

Knowledge of the use of turf and landscaping equipment, including but not limited to: tractors, mowers, airifier, chain saws, edgers, weed trimmers, electric motors, pumps, sprinklers and irrigation systems; motor vehicles, phone; copy and fax machine; mobile or portable radio, and personal computer, including word processing and database software.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

City of Choctaw Application must be completed, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Choctaw is an equal opportunity employer and does not

discriminate based on race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors.

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

**** Applications must be completed and are available online at www.choctawcity.org . ****