

GOLF COURSE SUPERINTENDENT 1
GOLF COURSE SUPERINTENDENT 2
GOLF COURSE SUPERINTENDENT 3

CLASS DESCRIPTION:

The Golf Course Superintendent series is utilized to describe specialized leadership work in the maintenance and care of municipal golf courses. This series is applicable to positions at the Glenway, Monona, Odana Hills, and Yahara Hills courses. This work is characterized by independent judgment in the technical aspects of golf course maintenance. Work is performed under the general supervision of the Golf Operations Director, who reviews the work periodically (through inspection and/or administrative review) for compliance with program objectives.

Positions are allocated to a specific level within the Golf Course Superintendent series based on the size of the golf course and complexity of the work. It is not anticipated that employees will automatically progress to a higher level. Rather, movement to a Golf Course Superintendent 2 or 3 will generally be accomplished through a competitive process.

Golf Course Superintendent 1

This is entry-level greenskeeping work on small municipal golf courses (9 holes). Employees are expected to perform a wide-range of greenskeeping functions in terms of maintaining greens, trees, fairways, roughs, and related course areas. Employees may oversee a small hourly staff of approximately 5 employees and are expected to independently perform the required functions of the position.

Golf Course Superintendent 2

This is intermediate-level greenskeeping work on large municipal golf courses (18 holes). In addition to performing the wide range of greenskeeping functions, employees may have increased scheduling and planning responsibilities and oversee a larger hourly staff of approximately 15 employees.

Golf Course Superintendent 3

This is advanced-level greenskeeping and planning work on large municipal golf courses (36 holes). Employees are expected to perform a wide variety of greenskeeping functions and also have responsibility for planning and maintenance activities. In conjunction with the Golf Operations Director, employees plan for overall course needs and maintenance activities, and the employee oversees a large staff of permanent and hourly (25+) employees.

Examples of Duties and Responsibilities:

Golf Course Superintendent 1

Oversee and participate in the mowing, watering, and maintenance of greens, tees, fairways, roughs and related course areas. Make determinations regarding watering requirements, vertical mowing, aerification, and top dressing of greens and tees.

Oversee and participate in fertilizer and pesticide application (including fungicides, insecticides and herbicides).

Inspect the course on a scheduled basis to determine its proper operation and upkeep. Provide related written reports and suggestions for improvement.

Plan, schedule, lay out, perform, and monitor course maintenance activities. Assign and monitor the work of lower-level staff. Participate in the hiring, training, and evaluation of assigned lower-level staff.

Identify and respond to irrigation system problems. Perform routine irrigation system programming. Report and/or refer more technical problems as appropriate.

Order and maintain related supplies and materials. Maintain related operational records.

Prepare periodic and ongoing reports as required. Participate in the development of budget estimates and maintain expenditure records.

Maintain effective communications with the general public, league representatives, golf professionals, and clubhouse staff regarding course maintenance and playing conditions.

Oversee operator maintenance on assigned equipment. Refer equipment for repair.

Perform the work of a Parks Maintenance Worker as assigned.

Perform related duties as required.

Golf Course Superintendent 2

Perform all the duties assigned to the Golf Course Superintendent 1 level with increased planning and scheduling responsibilities, primarily as a reflection of course size (18-hole course) or course complexity (assistant role at 36 hole course).

At Yahara, oversee field operations in the absence of the Golf Course Superintendent 3.

Perform related work as required.

Golf Course Superintendent 3

Perform all the duties assigned to the Golf Course Superintendent 1 and 2 levels.

Perform complex planning and scheduling of course maintenance as typical of a 36-hole course, with a high degree of play and special events.

Oversee course maintenance of a relatively larger staff, including a Golf Course Superintendent 2.

Oversee and participate in the maintenance and repair of course equipment.

Administer an Aquatic Pesticide Program.

Plan for and support large golf and non-golf events.

Perform administrative duties of the Golf Operations Director as required.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Golf Course Superintendent 1

Working knowledge of the principles, practices, and methods specific to golf course maintenance. Working knowledge of turf and green considerations relative to course play. Working knowledge of the proper application of fertilizer and pesticides (including fungicides, insecticides, and herbicides). Working knowledge of manually and automatically controlled irrigation systems as utilized in golf course maintenance. Working knowledge of golf rules and play considerations. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to lay out and participate in the full range of golf course maintenance. Ability to plan, organize, and prioritize work of assigned hourly workers. Ability to maintain effective working relationships with golf professionals, the general public, league representatives, and fellow employees. Ability to maintain routine records and reports. Ability to operate related equipment. Ability to recommend course improvements. Ability to work independently in carrying out assigned functions. Ability to maintain adequate attendance.

Golf Course Superintendent 2

Thorough knowledge of the principles, practices, and methods specific to golf course maintenance. Thorough knowledge of turf and green considerations relative to course play. Thorough knowledge of the proper application of fertilizer and pesticides (including fungicides, insecticides, and herbicides). Thorough knowledge of manually and automatically controlled irrigation systems as utilized in golf course maintenance. Thorough knowledge of golf rules and play considerations. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to lay out and participate

in the full range of golf course maintenance. Ability to plan, organize, and prioritize work of assigned hourly workers. Ability to maintain effective working relationships with golf professionals, the general public, league representatives, and fellow employees. Ability to maintain routine records and reports. Ability to operate related equipment. Ability to recommend course improvements. Ability to work independently in carrying out assigned functions. Ability to perform more complex maintenance planning and scheduling work consistent with an incrementally larger course with a higher degree of play. Ability to maintain adequate attendance.

Golf Course Superintendent 3

Thorough knowledge of the principles, practices, and methods specific to golf course maintenance. Thorough knowledge of turf and green considerations relative to course play. Thorough knowledge of the proper application of fertilizer and pesticides (including fungicides, insecticides, and herbicides). Thorough knowledge of manually and automatically controlled irrigation systems as utilized in golf course maintenance. Thorough knowledge of golf rules and play considerations. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to lay out and participate in the full range of golf course maintenance. Ability to plan, organize, and prioritize work of assigned hourly workers. Ability to maintain effective working relationships with golf professionals, the general public, league representatives, and fellow employees. Ability to maintain routine records and reports. Ability to operate related equipment. Ability to recommend course improvements. Ability to work independently in carrying out assigned functions. Ability to perform more complex maintenance planning and scheduling work consistent with an incrementally larger course with a higher degree of play. Ability to schedule, oversee and perform equipment maintenance considerations associated with major non-golf special events. Ability to administer an Aquatic Pesticide Program. Ability to lead a diverse staff engaged in the maintenance of a large course and associated equipment maintenance. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Golf Course Superintendent 1

Three (3) years of semi-skilled work experience in the general care and maintenance of a golf course involving some leadership responsibility. Such experience would normally be supplemented by completion of college coursework in turf management and/or soil science. Possession of a 4-year degree from an accredited college or university in a field such as turf management, soil science, or a related field may be substituted for the experience requirements. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Golf Course Superintendent 2

One (1) year of specialized experience in the maintenance and care of golf courses, equivalent to that gained as a Golf Course Superintendent 1 with the City of Madison. Such experience would normally be supplemented by three (3) years of semi-skilled work experience in the general care and maintenance of a golf course involving some leadership responsibility and completion of college coursework in turf management and/or soil science, or possession of a 4-year degree from an accredited college or university in a field such as turf management, soil science, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Golf Course Superintendent 3

Two (2) years of specialized experience in the maintenance and care of golf courses, equivalent to that gained as a Golf Course Superintendent 1 with the City of Madison. Such experience would normally be supplemented by three (3) years of semi-skilled work experience in the general care and maintenance of a golf course involving some leadership responsibility and completion of college coursework in turf management and/or soil science, or possession of a 4-year degree from an accredited college or university in a field such as turf management, soil science, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license or ability to meet the transportation requirements of the position.

Possession of or ability to obtain a Wisconsin Pesticide Certification within the probation period and to maintain certification. Failure to obtain the certification within the required time period may result in forfeiture of the position, absent extenuating circumstances.

Physical Requirements:

Employees must be able to perform manual labor and lift objects weighing up to 50 pounds. Employees must be able to physically access all golf course areas in order to oversee staff and monitor work that is performed; this includes traversing all types of terrain, including uneven, wet, muddy, or snowy terrain. Employees are expected to work with pesticides and must use appropriate safety techniques. Finally, work is performed in all types of weather conditions, including sunny, rainy, snowy, windy, etc.

Department/Division	Classification	Comp. Group	Range
Public Works/Parks	Golf Course Superintendent 1	16	12

Public Works/Parks	Golf Course Superintendent 2	16	13
Public Works/Parks	Golf Course Superintendent 3	16	14

Approved: _____

Erin Hillson
Human Resources Director

_____ Date

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