



Title: Golf Course Superintendent

FLSA Status: Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The responsibilities of the Golf Course Superintendent include the maintenance, operation, management, and improvement of the golf course and club. As a hands-on leader, the Golf Course Superintendent will fulfill their responsibilities through positive and effective leadership and by mentoring, training, managing, coaching, and motivating the golf course team.

Essential Job Functions:

- Effectively lead, develop, train, oversee, manage, coach, motivate and assist the golf course team.
- Maintain the golf course to ensure exemplary playing conditions.
- Ensure proper care and condition of the course, including turf management, irrigation, fertilization, and pesticide applications.
- Inspect course regularly to evaluate, recommend, and direct routine and large-scale improvements.
- Work with the Director of Parks and Recreation to plan maintenance, improvements, and renovation projects for the golf course.
- Attend Golf Course Advisory Board meetings when requested, present information, and explain complex ideas and concepts clearly and comprehensively.
- Assist in preparing the annual budget for the maintenance and capital improvements of the golf course following established maintenance standards and long-range plans.
- Manage and oversee all golf course expenditures and exercise cost control measures, report any discrepancies, implement corrective action, and maintain operating and capital expenses in line with the approved budgets.
- Plan and direct all maintenance and project work, applying agronomic, business, and administrative expertise to achieve outstanding course maintenance standards and long-range goals.
- Manage any course construction projects and renovations, report variances, and implement corrective action.
- Research, source, recommend, and utilize equipment and supplies to maintain the course while maximizing course conditions and enhancing staff productivity. Oversee associated equipment maintenance programs and inventory control. Maintain accountability for the cost, utilization, and performance of course equipment.
- Develop, maintain, and oversee the course drainage, irrigation, and watering systems.
- Identify preventative measures and assess turf damage and recommend, implement, and oversee application and treatment of proper pesticides, fertilizers, and nutrients to improve the course.
- Ensure chemicals, petroleum and other controlled products are used, stored, and disposed of in accordance with local, state and federal regulations and maintain required records.



- Oversee accurate and complete record keeping for course maintenance procedures, pesticide applications, inventory, weather and timekeeping and payroll for the team.
- Implement and ensure the course team understands and exercises safe work practices.
- Work closely with Golf Operations team to prepare for daily play, tournaments, and events

REPORTS TO:

Director of Parks & Recreation

SUPERVISES:

Golf Course Maintenance, Golf Course Pro-Shop Laborer, and other staff as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Maintains golf course by ensuring golf course personnel complete daily assigned tasks; keeps supplies and parts stocked; operates the irrigation system; mows greens and surrounding grounds using special mowing equipment; fertilizes greens; cleans restrooms and clubhouse.	30%
2	M	Repairs golf course equipment by adjusting the tolerance on mowing equipment for specific greens and areas; sharpening blades; changing belts and filters; replacing batteries and spindles; restoring radiators, water pumps, and alternators; and inspecting the green irrigation system for problems.	20%
3	L	Handles golf course operations by developing policies and procedures; maintains supply and equipment inventories; collects green fees, dues, and rental fees; makes deposits; manages staff and/or contractor's performance and/or development; and coordinates the activities of the golf course to accomplish goals.	25%
4	L	Prepares and administers the annual budget by forecasting revenues and expenditures; identifies staffing needs; presents proposals for approval; authorizes payments; and monitors expenditures for recommended adjustments.	25%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including 5 years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing recommendations on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives General Direction: Within this job, the employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Has responsibility for final approval of at least one division/department budget and presents the budget(s) to Senior Management. Is authorized to approve fiscal budgeted expenditures up to the amount that requires the approval of Senior Management.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from

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	experience and self-study.
Certification &	Valid Texas Driver's License
Other Requirements	



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work site, communicating with co-workers
Sitting	F	driving
Walking	F	around work site
Lifting	F	supplies, equipment
Carrying	F	supplies, equipment
Pushing/Pulling	R	equipment
Reaching	O	for supplies
Handling	O	paperwork
Fine Dexterity	F	calibrating equipment
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	F	under equipment, inside attics/pipes/ditches
Bending	F	making repairs
Twisting	F	getting inside vehicle
Climbing	F	onto equipment
Balancing	R	on ladders, on equipment
Vision	F	driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving, operating heavy equipment
Other (specified if applicable)		

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MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Specific mowers, tractor, front-end loader, compressor, hand tools, voltmeter, and gardening tools

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	O
Electrical Hazards	O
Fire Hazards	R
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	S
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, protective eyewear, protective clothing, ear plugs

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		R
Frequent Change of Tasks		F
Irregular Work Schedule/Overtime		F
Performing Multiple Tasks Simultaneously		O
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		F
Noisy/Distracting Environment		F
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.