

# CITY OF CHENEY

## POSITION DESCRIPTION

Class Title: Assistant Superintendent

Department: Golf Course

Salary Schedule: Hourly, Non-Exempt

Grade

17

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### **POSITION SUMMARY:**

This position performs a variety of semi skilled and skilled maintenance and improvement work at the golf course. The Assistant Superintendent oversees all aspects of the maintenance and repair activities at the golf course including pesticide and fertilizer applications, inspection and maintenance of turf quality, equipment maintenance and supervision of subordinate personnel in the absence of the superintendent. The employee should possess a strong mechanical aptitude as well as effective communication, technical, supervisory and public relation skills.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Golf Course Superintendent.

### **SUPERVISION EXERCISED**

Assumes supervision over golf maintenance employees in the absence of the Golf Course Superintendent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists with maintenance and repair of buildings, grounds and equipment at the golf course.

Aids in project involvement for various course improvements, plans and studies.

Issues written and oral instructions.

Assigns duties and examines work for compliance to policies, rules and regulations as well as procedures as directed by the Superintendent.

Shares in responsibility for the overall course maintenance.

Oversees, as directed by the superintendent, and assists with grounds keeping duties of golf course fairways, rough, greens, tee area and open spaces including watering, mowing and spraying.

Fields questions, concerns, and complaints related to course maintenance.

Assists Superintendent with horticultural maintenance and operating procedures within limits of departmental policies and procedures.

Assists in the installation and maintenance of sprinkler system.

Assists with scheduling and applying seed, fertilizing, top dressing, soil conditioning, watering as well as pest and weed control at the golf course.

Helps resolve personnel grievances and issues.

Supervises, evaluates, disciplines and instructs subordinate personnel as directed by the Superintendent.

Operates department's equipment including mowers, carts and tools.

### **PERIPHERAL DUTIES**

Assists other departments as need arises.

Works closely with the golf shop manager.

Troubleshoots, repairs and schedules maintenance of golf course facilities and equipment.

Repairs or services water pumps, sprinkler heads and related equipment.

Performs maintenance at the golf course.

Applies fertilizers and pesticides to golf course as needed.

Training of new grounds keeping employees.

Performs other duties as deemed necessary or assigned.

### **DESIRED EDUCATION/EXPERIENCE:**

Must be at least 18 years of age.

High School diploma or G.E.D.

A technical or college degree in Turf Management is preferred.

One to three years of similar or related experience preferred.

A strong knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair of golf courses is preferred.

Ability to communicate effectively both verbally and in writing.

Works well with others and the public.

Employee is expected to have acquired the necessary information and skills to perform the job reasonable well within six months of employment.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of turf management, plant and weed identification, mechanics and a working knowledge of mathematics is required.

Ability to operate equipment including mowers, utility trucks, sprayers, department vehicles, computers, tractors, chain saws, weed eaters, hand tools and other types of departmental equipment.

Should possess a mechanical aptitude, effective public relations, supervisory, technical and organizational skills.

Capable of frequent problem solving encountered in various situations. Problems such as personnel matters, citizen concerns and attaining goals set by the golf course superintendent as well as issues related to functions of the golf course may be encountered daily.

Occasional decision making involving personnel issues, prioritizing assignments and performing daily duties in a safe and efficient manner.

Should possess positive public relation, oral and written communication skills.

Capable of using hand tools and equipment required for the job responsibilities.

Able to supervise subordinate personnel.

## **LICENSES REQUIRED**

Must possess a valid Kansas driver's license.

Be able to acquire a Commercial Pesticide Applicators License with proper endorsements within one year of date of hire.

## **PHYSICAL DEMANDS**

Manual labor including lifting and carrying heavy objects, bending, kneeling, sitting and climbing is required daily to fulfill the duties of this position.

Some adverse working conditions exist with this position. Exposure to hazardous chemicals, heavy machinery, and excessive noise in all types of weather conditions can be expected.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, push, pull, carry, see, hear, speak, crawl, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move 100 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors in various types of conditions.

The job is performed primarily during the daytime hours but must be available for special situations and times.

Exposure to hazardous chemicals, department equipment and excessive noise is expected.

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.

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

I have read this position description and understand its contents.

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Employee Signature

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Date