CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: Golf Course Maintenance Superintendent

Grade: 9

Job Number: 404200 Date Finalized: 8/13/2018

Service Area: Community Services **Service Unit: Parks & Recreation**	**Accountable To:** **Deputy Manager**

Mission Statement

The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.

Role Summary

The Golf Course Maintenance Superintendent is responsible for managing the maintenance operations of the two City of Ann Arbor golf courses, while implementing best practices regarding environmental stewardship and best practices, with customer service as a priority.

Duties

Incumbent may be responsible for, but not limited to, the following duties:

Essential Duties

- Manage activities of employees for the purpose of maintaining two, non-adjacent golf courses.
- Plan and oversee staff in the execution of all daily maintenance and project work for two courses, (i.e. mowing, trimming, green management, clean-up, monitoring turf conditions and overall quality of the course). Apply agronomic and administrative expertise to achieve the maintenance standards and long-range goals that are developed in conjunction with the Deputy Park Manager and Recreation Supervisor.
- Identify and diagnose turf and tree related disease and pests and implement appropriate corrective actions.
- Schedule, monitor, and implement fertilization and chemical applications to ensure optimal turf health and growing conditions. Mix and prepare spray solutions. Maintain records of types, amounts, and frequency of chemical applications.
- Oversee the performance of all winter maintenance functions including snow removal.
- Oversee the maintenance, operation, and repair all golf course equipment.
- Oversee the maintenance and upkeep of the clubhouse, clubhouse grounds and parking lot.
- Oversee the maintenance and conditions of all open spaces and landscaping.
- Provide professional advice and counsel to the Deputy Parks Manager with regards to planning and improvement for the golf course.
- Keep accurate and complete records on payroll, inventory, weather data, maintenance procedures, employee training, pesticide applications, etc.

- Work to create an environment where staff is involved and enthusiastic, with open communications and respect for themselves, residents, golfers, and the course which they work.
- Foster and maintain an environmental ethic for golf course maintenance. A healthy relationship with the environment is a part of the ethos of the City of Ann Arbor. The golf courses strive to support and conform to, this ethic.
- Manage and oversee any construction and/or reconstruction of the courses, whether performed by maintenance staff or outside contractors.
- Oversee the scheduling and routing of personnel and equipment to the appropriate course. To accomplish this work the Superintendent will need to frequently inspect both golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
- Continuously evaluate the equipment needs of both courses, provide recommendation to the Deputy Parks Manager, and if approved, follow proper city guidelines to acquire the equipment and necessary supplies to maintain the golf courses.
- Assist in the preparation and administration of annual maintenance budgets and manage expenses, inventory, and staffing levels accordingly.
- Evaluate the overall turf conditions at both golf courses. Take soil samples, monitor, and evaluate. Once proper evaluation is achieved, then implement a maintenance turf program consisting of fertilization, chemical application and aerification of the turf to promote better health and growing conditions.
- Oversee the irrigation system maintenance, operation and repairs of irrigation systems. Schedule daily irrigation and provide watershed monitoring and maintenance within the golf courses
- Establish and maintain a safe working environment.

<u>Related Work</u>

- Assist in implementing approved capital projects and approved improvements/enhancements at golf courses
- Utilization of asset management software system to track and manage equipment, buildings and other assets
- Utilization of Microsoft Office suite to complete work-related tasks
- Responsible for landscaping and maintenance of garden & Clubhouse areas
- Manage maintenance related work at the clubhouses
- Perform related work in Parks & Recreation Services Unit as assigned

Knowledge of: (position requirements at entry)

- The game of golf
- Turf, including diseases, soil conditioning and mowing practices
- Trees, including diseases, and trimming, removal practices
- Electrical, plumbing, equipment repair, and minor carpentry
- Equipment used in maintaining golf course
- Maintenance of golf course infrastructure and related equipment
- Employee Management, practices and procedures
- Outstanding customer service principles and practices
- General computer hardware and software applications

Skills and Ability to:(position requirements at entry)

- Communicate clearly and concisely both orally and in writing
- Consistently deliver outstanding customer service to patrons and neighbors of the golf courses and golf course employees
- Oversight of effective pesticide application, practices and procedures
- To demonstrate effective grounds maintenance equipment operation and safety
- Demonstrate and utilize crew leader experience
- Maintain related golf course equipment, fixtures and outbuildings
- Assess and identify problems and find solutions
- Utilize related computer hardware and software applications
- Prioritize tasks and effectively manage time

Equipment

Highly specialized turf equipment – self-contained and three-point hitch attachments, pickup truck, plow, small motor hand tools, tractors, mowers, loader, back-hoe, trencher, brush chipper, chainsaws, sprayers, utility carts, spreaders, sod cutters, compressors, edger, line-trimmers, planer, small hand tools, grinder, press, jacks, computers and motor vehicles.

Training and Experience (position requirements at entry)

Required:

- High school diploma or GED Equivalent
- Associate's degree in turf grass management or related field
- At least three (3) years relevant and recent experience in golf course maintenance
- 2 years management experience at a golf facility

Preferred:

- Bachelor's degree in turf grass management or related field.

Licensing Requirements (position requirements at entry)

Michigan Pesticide Applicator License (Category 3A – Turf). This license must be maintained.
Valid Michigan Driver's License

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, drive, push, pull, lift, grasp, feel, talk, hear, see and perform repetitive motions. The physical ability to safely operate light to heavy golf course and related equipment.

The incumbent may be exposed to elements such as heat, cold, dampness, fumes, noise, dust or grease within MIOSHA guidelines. The work may involve the ability to perform heavy lifting and carrying up to 50 lbs. and occasional heavy lifting of up to 100 lbs. The incumbent may be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces, and has to walk or sit uncomfortably for extended periods. Occupational safety and health hazards may be encountered under controlled conditions.

Heavy Work: Exerting in-excess of 50 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Description Prepared By:

C. Smith/ HR Review- SS, AAW, R.Wilkerson 3/8/13/ Updated by C.Smith 8/2018- HR Review – AW, SS 8/10/2018; grade reclassification 7/13/2025
Reviewed by Legal-MR 8/13/2018