

Class Code: 236
City of Anaheim
Class Specification

- I. CLASS TITLE: GOLF COURSE SUPERINTENDENT
- II. DEPARTMENT: Community Services/Parks & Golf
- III. CLASS DEFINITION:
- Under general direction, monitors the golf course maintenance contract at two public golf courses; and provides highly responsible and complex staff assistance to the Golf Operations Manager.
- IV. SUPERVISION RECEIVED AND EXERCISED:
- Receives direction from the Golf Operations Manager.
- V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Responsibilities and duties may include, but are not limited to, the following:
- Perform and document regular inspections at both facilities to ensure standards and specifications contained in the agreement with the contractor are being met; meet with contractor representatives to identify and resolve problems; monitor work activities and projects, and review and evaluate work products.
- Create action item lists for work that needs to be done and follow-up to ensure completion.
- Develop an agronomic plan for two golf courses; involve input from maintenance contractor's superintendents; clearly list and communicate problems and goals; include the use of the latest technologies and formulations available today that will improve the courses.
- Verify that monthly maintenance plans, reports, fertilizer and pesticide use reports from the contractor are correct.
- Develop and supervise golf course improvement master plan for both golf courses; develop scope of work for master plan; create detailed list for short-term improvement projects.
- Monitor and ensure a safe working environment; ensure the uniform application and enforcement of established safety regulations; identify safety-training needs; and investigate accidents.
- Provide staff assistance to the Golf Operations Manager; prepare and present staff reports and other necessary correspondence; and develop and administer a variety of contracts for improvement projects and maintenance for the golf course.
- EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:
- Maintain effective communication and record keeping system with the Golf Operations Manager, maintenance contractor representatives, and other concessionaires.
- Conduct monthly meetings with maintenance contractors and City representatives
- Perform related duties and responsibilities as required.
- VI. JOB RELATED QUALIFICATIONS:
- Experience: Extensive responsible golf course maintenance experience including the supervision of technical and maintenance personnel.

Knowledge of: Operational characteristics, services and activities of a municipal golf course; modern and complex principles and practices of turf management and maintenance; principles of agronomy; types and level of maintenance and repair activities generally performed in a golf course maintenance operation; safe work practices; pertinent Federal, State, and local laws, codes and regulations; project and contract administration procedures; principles of municipal budget preparation and control.

Ability to: Manage and coordinate the work of technical, maintenance personnel; interpret and explain City golf course maintenance policies and procedures; recognize and correct a wide variety of golf course turf problems; estimate materials, supplies and equipment needed to maintain golf courses and related facilities; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; effectively develop and administer a variety of contracts and budgets; establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Physical Requirements: Ability to tour golf courses to evaluate work and assess problem areas.

License and/or Certification Required: Possession of a valid California Driver's License.

VII FLSA DESIGNATION: Executive Exempt

Revised 9/83 - Sibson
Revised 9/89 - Ralph Andersen & Associates
Revised 4/96 - V. Kilmurray
Revised 4/02 - V. Kilmurray
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