

EXHIBIT A

09/2023

CITY OF DOUGLAS

Job Title: Golf Superintendent
Reports To: MPC Chair/City Manager's Office

FLSA: EX

OCCUPATIONAL CODE:

RANGE: 28

JOB SUMMARY:

Under general supervision, manages the maintenance, repair, and renovation of the City golf course, and related assets and infrastructure; manages capital improvement projects, and operations and maintenance functions.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks, which may be found in positions of this class.)

1. Plans, directs, reviews and evaluates the maintenance, repair, development and renovation of the City golf course, and related infrastructure and assets; assures that public facilities are clean, safe, secure, aesthetically pleasing, and in compliance with state and Federal regulations and City standards.
2. Directs golf course maintenance, renovations and capital improvement projects.
3. Supervises and participates in the application and recording of chemical applications (fertilizers and pesticides) on the course grounds in compliance with all local, state, and federal regulations.
4. Exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; provides leadership, direction and guidance in strategies, planning, asset development, priorities, and customer service issues.
5. Assures the effective allocation and utilization of budgeted funds; assures that project and program goals are met, appropriate services are provided, and operational issues are properly addressed and resolved.
6. Manages staff, and assigns priorities and projects; mentors, coaches and evaluates performance; assures that goals are defined and achieved; develops staff skills and training plans; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, and technical issues.
7. Reviews the work of division staff to assure the work quality and the timely accomplishment of assigned duties and responsibilities; allocates resources, and resolves workload and technical issues.
8. Trains and supervises inmates from the ADOC Arizona Department of Corrections inmate worker program.
9. Manages a variety of technical issues, budgets, expenditures, trend analysis, project specifications, and compliance management, determines equipment, materials and personnel needs.
10. Develops and manages operational goals, objectives, and work standards; monitors operations, reviews work activities, and enforces compliance to rules, regulations, policies, and procedures.
11. Directs the development of programs to promote energy savings, and environmentally responsible and resource-efficient golf course maintenance techniques.
12. Analyzes operational information and trends, and creates summary reports and recommendations; presents operational reports and recommendations to City management, public officials and citizens.

13. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
14. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
15. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
16. Maintains regular and reliable attendance.
17. Performs other duties as required or assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The 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.)

EVALUATION FACTORS:

Knowledge of:

- Management and maintenance of greens, fairways and roughs.
- Use and operating standards of equipment and tools used in golf course construction and maintenance work.
- Warm and cool season grasses and over seeding processes.
- Safe use, mixing and application of chemicals and commercial products.
- The game of golf, golf rules and methods of play.
- Management and operation of golf course irrigation systems and pump stations. Experience with golf course irrigation system software, repair, renovation and/or construction
- State and Federal laws governing parks and public facilities, including OSHA requirements.
- City organization, operations, policies and procedures.
- Golf Course maintenance, turf management and agronomy principles and techniques.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service and employee supervision.
- Techniques and practices for efficient and cost-effective management of resources.
- Techniques and methods for long-range operational and financial planning.
- Principles and practices of government project management and construction contract management.
- Environmentally responsible and resource-efficient grounds maintenance techniques.

Skill in:

- Directing and coordinating golf course maintenance operations.
- Interpreting and applying Federal, state and local rules and regulations; and City policies and standards.
- Analyzing problems, resolving disputes and grievances, and developing effective solutions.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Preparing, reviewing and presenting management reports.
- Reading and interpreting designs, estimates, plans, and specifications for renovation projects.
- Using initiative and independent judgment within established procedural guidelines.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively verbally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment, and at outdoor City facilities. May be required to bend, reach, stoop, and lift objects; may be exposed to safety hazards and dangerous tools and equipment; safety precautions must be followed, including use of safety equipment.

MINIMUM QUALIFICATIONS

2-year Certificate in Turf Management (or related field, like agronomy, horticulture, plant science, soil science); AND five years of golf course management experience; OR an equivalent combination of education, training and experience.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Arizona State Driver's License is required. Must be able to obtain an Arizona Department of Agriculture Private Applicator Golf Certification. Must be able to pass Arizona Department of Corrections background check. Certification as a Class B (or above) member of the Golf Course Superintendents Association of America (GCSAA).