

## City of Grand Rapids Job Description

**Job Title:** Assistant Superintendent  
**Department:** Pokegama Golf Course  
**FLSA Status:** Non-exempt  
**Approved By:** City Council  
**Approved Date:** ~~February 26, 2018~~ December 20, 2021

**Summary:** Performs difficult semiskilled work in the maintenance and operation of golf course buildings, grounds, vehicles and mechanical equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Golf and Superintendent. Continuous supervision is exercised over all personnel within the team.

**Essential Duties and Responsibilities** include the following. The duties listed 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 that position. Other duties may be assigned.

- Operates a variety of diagnostic instruments and a variety of hand, electric and air-driven tools.
- Tests, services and repairs vehicle and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and weld metal and performs body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Assists in the training and/or supervision of lower level employees.
- Mows and maintains fairways, greens, tee areas, rough, and open space areas; moves weeds; cleans and maintains said traps and other course elements; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, and performs routine maintenance of drinking areas and restrooms.
- Performs routine maintenance on turf and power equipment.
- Plants turf, trees, shrubs and flowers.
- Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of golf course.
- Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
- Performs custodial work such as required and assigned; including: change light bulbs and fluorescent tubes; dump garbage and reline cans with liners; clean and sanitize outdoor restrooms and replenish supplies; clean rain gutters; sweep roofs.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

- Opens and closes, locks and unlocks facilities as needed.
- Assists in setting up and taking down equipment for various programs and tournaments, prepares facilities for program use.
- Keeps records of work completed.
- Oversees and assists in the maintenance of irrigation systems and the repair and installation of irrigation lines and heads.
- Other duties as assigned by the Director of Golf during the winter months

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

### **Education and/or Experience**

High school diploma or GED and considerable experience working in golf course or irrigation maintenance, or equivalent combination of education and experience.

- Skill in operation of listed tools and equipment.
- Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs.
- Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to understand, follow and transmit written and oral instructions. Ability to accomplish physical demands of the job (see physical demands below.)\
- Ability to assist in the maintenance and operation an automated irrigation system.

### **TOOLS AND EQUIPMENT USED:**

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

Pickup truck; turn care and landscaping equipment, including tractors, mowers, aerifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation system; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

### **Physical Demands**

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and lifting, frequently requires sitting, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions and occasionally requires climbing or balancing; work requires ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or

exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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