

**City of Fulton**  
**POSITION DESCRIPTION**

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**JOB TITLE:** Assistant Golf Course Superintendent

**DEPARTMENT:** Golf

**DATE:** 6/22

**IMMEDIATE SUPERVISOR:** Golf Course Superintendent

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**SUMMARY:** Assists the Golf Course Superintendent in maintaining the golf course grounds assuring for a clean and safe environment and for positive public relations.

**ESSENTIAL FUNCTIONS:**

**I. Maintenance Activities**

- A. Assists the Golf Course Superintendent in maintaining the golf course grounds assuring for a clean and safe environment and for positive public relations.
- B. Assists with all types of maintenance and grounds keeping projects as needed assuring for completeness and for safety for self and all others.
- C. Sets up equipment and any needed items for special events assuring for safety.
- D. Keeps supervisor advised as to status of all projects assigned assuring for timeliness.
- E. Troubleshoots and repairs problems with the irrigation system (pump station, satellites, heads, software) and other equipment.
- F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- G. Assists Superintendent with determining mowing frequencies for varies areas of the course.
- H. Oversees maintenance to other areas of the course, including bunker maintenance, trimming, tree trimming, clubhouse landscaping.
- I. Determines spray programs and granular application rates, timing, and frequency,
- J. Stays up to date and knowledgeable on current and emerging chemicals such as fungicides, herbicides, and insecticides.

**II. Miscellaneous Activities**

- A. Maintains an awareness of all departmental expenditures assuring for budget compliance in the absence of the Course Superintendent.
- B. Maintains an awareness of the supplies, tools and equipment needed to operate on a routine basis. Orders as needed to maintain inventory.
- C. Maintains an awareness of and adheres to city policies.
- D. Deals with the public in a professional and courteous manner.

**III. Supervisory Activities**

- A. Assists with selection interviews and recommends finalist assuring that qualified personnel are chosen from the candidate pool.
- B. Conducts departmental orientations for newly selected personnel as assigned by the Course Superintendent.

- C. Provides direct supervision including coaching and judging of personnel assuring that staff have the support they need to complete their jobs in a professional and timely manner.
- D. Supervises seasonal grounds crews assuring for professionalism and effective use of time..

#### **IV. Mechanical Activities**

- A. Performs mechanical and equipment repair duties in absence of a full-time golf course mechanic.
- B. Performs service and repairs to golf carts
- C. Sets mowing heights of equipment based on turf grass species and area of the course.
- D. Ensures that all blades, reels, and bed knives are adequately sharpened.
- E. Troubleshoot and repair electrical issues on all equipment
- F. Service/repair all equipment to include reel mowers, rotary mowers, utility vehicles, spray rigs, tractors, etc.
- G. Keep all equipment in safe, operating condition for employees and customers.

This position performs safety sensitive functions and therefore is subject to Random drug testing.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

#### **WORK ENVIRONMENT**

- Average accessibility of all work sites required for the position.
- Above average exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Below Average exposure to heights.
- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Below Average exposure to dust.
- Average exposure to loud noises.
- Below Average exposure to darkness.
- Below Average exposure to cramped spaces.

#### **PHYSICAL EFFORT**

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Normal physical strength to handle 30 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.

#### **KNOWLEDGE REQUIREMENTS**

- Completed high school diploma or equivalent. College degree preferred.
- **Ability to pass state pesticide certification examinations and obtain necessary application license**
- Ability to interact with a variety of personalities in a positive and professional manner.
- Valid Missouri Driver's License(Class "B" CDL or higher).

- Public speaking and computer skills.
- At least two years experience in golf course/turf management or maintenance.
- In-depth knowledge of turf chemical application
- In-depth knowledge of turf grass species, weed and turf diseases

### **MENTAL EFFORT**

- Above Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Above average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

### **COMMUNICATION**

- Above average verbal communication.
- Above average written communication.
- Above average nonverbal communication.

### **SENSORY ABILITIES**

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.