CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: GOLF COURSE MANAGER **JOB CODE: 2608**
DEPARTMENT: GENERAL SERVICES **DATE: 2/08**
REPORTS TO: GROUNDS DIVISION SUPERINTENDENT

JOB SUMMARY:

Performs supervisory and administrative work in the maintenance and care of golf course turf, grounds, and facilities.

ESSENTIAL JOB FUNCTIONS:

Operates and supervises the golf course.

Creates and implements turf maintenance program for the golf course, which includes scheduling and applying fertilizers and pesticides, aerating, verticutting, sodding, repairing divots, developing mowing schedules, performing irrigation tasks, determining height of cut, planting flowers, landscaping, performing tree work and improvements, and managing drainage.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Develops and recommends operating budget for the golf course annually; monitors and administers approved budget; compiles monthly expense analysis and year-end projection reports; approves invoices for payment.

Plans, allocates, and monitors time, people, equipment, and other resources for the golf course to ensure efficient organizations and completion of work.

Issues and monitors outside contracts with golf professionals and concessionaires.

Opens and closes the golf course as necessary.

Creates and designs plans and specifications for fertilizers, chemicals, seed, and equipment, using all available sources of background information.

Coordinates repairs and maintenance of golf course equipment and small engines.

Attends and participates in staff meetings, completes required forms and paperwork, and prepares work program; reports work progress periodically; maintains and updates professional knowledge in turf management.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Creates, implements, and enforces policies regarding golf course operations.

Interacts with the general public; makes customer service decisions.

Creates and implements marketing strategies.

Assists with grounds maintenance, including mowing, pesticide and fertilizer application, irrigation, sodding, seeding, aerating, topdressing, and cart path repair.

Maintains continuing education requirements to keep certifications and awareness of updated trends or practices in turf management.

Monitors daily deposits and attendance numbers.

Meets regularly with the Gold Advisory Committee.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Golf Course Maintenance Equipment	Telephone	Computer
Pesticide Applicator	Motor Vehicle	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school in turf management; and, three years of progressively responsible experience in golf course maintenance and management; or, any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

Licenses and Certifications:

Current New Hampshire Supervisory Pesticide License for turf.

Valid New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic computer operation.

Principles and practices of golf course maintenance and management.

Proper use and application of pesticides and fertilizers.

Principles of supervision, training, and performance evaluation.

Park and ground maintenance, lawn and plant care, and irrigations and sprinkler systems.

Skill in:

Use of golf course maintenance equipment including mowers and pesticide applicators.

Mental and Physical Abilities to:

Give directions and gain compliance from subordinates.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with city officials, contractors, and the general public.

Establish and implement rules, regulations, policies, and procedures.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

While performing essential functions of this job, employee is regularly expected to stand, walk, sit, use hands to handle, reach with hands and arms, stoop or crouch, talk or hear, and lift and/or move up to 100 pounds.

Specific vision abilities required for this job include close vision, distance vision, ability to discriminate between colors, peripheral vision, and ability to adjust focus.

Working Conditions:

While performing essential functions of this position, employee is regularly exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. Incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.