

POSITION AVAILABLE

CITY OF DECATUR, ALABAMA

ASSISTANT GOLF COURSE MAINTENANCE SUPERINTENDENT

(EXEMPT SERVICE POSITION)

SALARY RANGE 22: \$902.00 - \$1,389.00 BIWEEKLY

The City of Decatur has an opening for Assistant Golf Course Maintenance Superintendent in the Point Mallard Department.

Attached to this notice is a job description, which outlines the purpose of classification, essential functions, minimum qualifications, performance aptitudes, and ADA compliance.

Application for the Written Examination for this position can be made at the Personnel Department, City Hall, Decatur, Alabama, 8:00 a.m. to 5:00 p.m., Monday through Friday.

***** Candidates currently on the register will remain in consideration and do not need to reapply. *****

Applications will be accepted through Monday, July 26, 2010.

AN EQUAL OPPORTUNITY EMPLOYER

July 12, 2010

**DECATUR, ALABAMA
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: ASSISTANT GOLF COURSE
MAINTENANCE SUPERINTENDENT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work functions associated with maintenance of golf course grounds.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, assist the Golf Course Maintenance Supt. in counseling, disciplining, and completing employee performance appraisals if requested; conducts training.

Assists the Golf Course Maintenance Supt. in organizing and prioritizing department workload; makes work or relays work assignments to employees; monitors status of work in progress; inspects completed work.

Monitors departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; coordinates with Golf Course Maintenance Supt. on any actions necessary to correct deviations or violations.

Monitors departmental adherence to established safety procedures; utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Assist the Golf Course Maintenance Supt. in coordinating work activities with those of other departments, contractors, outside agencies, or others as needed.

Determines and monitors availability of equipment, materials, tools and supplies needed for projects.

Supervises the maintenance of golf course greens, tees, roughs, fairways, sand traps, landscaping, flower beds, and practice range; coordinates with Golf Course Maintenance Supt. in appropriate time frames and cutting levels for mowing of golf course grass areas; supervises appropriate fertilizer applications and over seeding of grass areas for winter play.

Coordinates with Golf Course Maintenance Supt. in the selection and application of herbicides, fungicides, pesticides, and pre-emergents; carries out appropriate application rates and timeframes.

Coordinates and monitors that the golf course is kept clean and detail work, such as, edging cart paths, edging irrigation heads and valve boxes, drainage additions and repairs, blowing of debris and leaves, mulching and weed control in landscape areas, trash pick-up and removal from course, proper disposal of grass clippings from mowers, water coolers and cups checked and filled daily, tools are not left on course at the end of the day, irrigation trenches or repair holes are filled and leveled when completed, sidewalks and cart paths kept clean of debris and grass clippings and other detail oriented work is performed on a regular basis at all times of the year.

Collects soil samples from all parts of the course and forwards for analysis.

Supervises maintenance of trees on golf course, including planting, pruning, and removal of trees.

Supervises and/or conducts maintenance and operation of irrigation system.

Supervises and/or conducts preparation of golf course for tournaments.

Assists in performing manual work functions associated with grounds keeping and golf course maintenance, which may include mowing grass areas, raking sand traps and ground areas, cutting/removing trees/limbs, maintaining flower beds and landscaped areas, maintaining irrigation system, and applying fertilizer and pesticides.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a utility truck, backhoe, tractor, side arm mower, bush hog, out-front riding mower, greens mower, sand spreader, weed eater, edger, blower, chain saw, shovel, rake, pick axe, gauges, meters, and mechanical tools.

Supervises general maintenance of buildings, machinery, equipment, and tools; inspects/monitors condition of equipment; schedules routine maintenance work and coordinates repairs.

Transports, loads and unloads various equipment and materials used in projects.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of equipment, tools, chemicals or supplies; initiates orders for new or replacement materials.

Assists the Golf Course Maintenance Supt. in developing and implementing departmental budget; prepares budget estimates; monitors expenditures as requested.

Coordinates and supervises long and short term goals for the department.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, correspondence, reports, purchase orders, schedules, time sheets, performance reviews, and other documents.

Receives various forms, reports, invoices, vehicle/equipment records, studies, job applications, blueprints, manuals, reference materials, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, vendors/sales representatives, university staff, golfers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented with a minimum of two (2) years experience as an Assistant Superintendent on a golf course that includes supervision of maintenance crew; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License. Must possess and maintain valid State of Alabama Commercial Applicator Permit – Ornamental & Turf or must have obtained within six (6) months after employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, toxic agents, or pathogenic substances.

Decatur, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.