



Manatee County Government

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## GOLF COURSE ASSISTANT SUPERINTENDENT

### Basics

**FLSA** Non-Exempt

**Job Code** 196-100

**Pay Grade** G14

**Pay Class** 300

**Hourly Minimum** \$ 17.28

**Hourly Maximum** \$ 26.79

**Effective Date** 07/04/2009 - 12/31/2050

**Finalized Date** 07/04/2009

**Purpose Of The Job** This classification oversees and directly participates in, golf course maintenance activities related to repair and improvement of County golf courses and related equipment.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** High school graduate/equivalent.

**Minimum Experience Required** Four (4) years

**Type of Experience** work experience in golf course maintenance. Minimum of one (1) year of experience operating medium to heavy equipment, i.e., trucks, mowers, front-end loaders, backhoes, bulldozers, etc.

**Minimum Supervisory Experience Required** Other

**Other** Minimum of one (1) year lead or supervisory experience, or must complete a minimum of twenty (20) hours of supervisory training (type determined by department) within one (1) year of hire.

**Specify Other**  
**License /Certification**  
**Required**

**Other** Valid Florida Turf and Ornamental Pesticide License .

**License/Certification** Other  
**Desired**

**Other** Active member of Golf Course Superintendent Association of America (GCSAA), Florida Turf Grass Association (FTGA), and/or completion of related local Florida chapter seminars desired.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### Job Duties

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Appropriately applies advanced knowledge of methods, materials, tools and equipment, as well as associated safety rules and regulations, related to golf course operations.
- Oversees the work of staff and outside labor in the performance of, a variety of semi-skilled and skilled work associated with golf course operations, including application of appropriate insecticides, nematicides, herbicides (pre and post emergence), fertilizers (including analysis); cultivation of turf; and planting and maintaining applicable perennial and rye grasses.
- Assists Golf Course Superintendent with developing plans, setting priorities, preparing schedules for maintenance and improvement of County golf courses, and other activities as appropriate.
- Ensures proper inventory control of departmental equipment, tools, supplies, and materials.
- Provides instruction to staff regarding golf course operations, training, safety programs, maintenance and repair, security programs, proper use of equipment and tools, etc.
- Prepares estimates and orders for required materials and services; maintains and monitors comprehensive records of work orders, scheduled completion dates, work progress/delays, etc.; keeps management apprised of status'.
- Makes worksite inspections, ensuring work is performed in accordance with

- applicable policies, rules, procedures and standards, including safety guidelines.
- Responds to emergency calls and situations as needed or directed, including evenings, weekends and holidays.
- Requests and assists in coordinating use of specialized equipment, i.e., trucks, mowers, front-end loaders, backhoes, bulldozers, etc. in order to complete small golf course improvement projects including sand trap and greens renovations; also, small landscape projects as assigned.
- May require operation of "stand alone" and/or "network" computers, utilizing applicable software applications, which may include, but not be limited to, the following: Word Processing, Work Management Systems, Electronic Mail, Electronic Purchasing/Requisitions, Inventory Management, Spreadsheets, etc.
- Communicates and interacts with others in a clear, effective and tactful manner, orally and in writing.
- Maintains clear and accurate records of all golf course maintenance activities.
- Monitors playability of the course on a daily basis, seven days a week; keeps the Clubhouse Manager up-to-date on a daily basis.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### **Knowledge/Abilities/Skills**

- Knowledge of USGA rules and regulations for preparation of line of play for daily fee players, or groups with high to low handicaps, to maintain proper speed of play.
- Knowledge of golf course maintenance methods and practices for Tiftdrawf greens and Bermuda turf.
- Knowledge of appropriate pesticides and fertilizers utilized in Tiftdrawf and Bermuda turf maintenance, with skill in detecting and taking corrective action against invasive grassy and broadleaf weeds and various types of insects, mole crickets, nematodes, worms, blights, etc.
- Knowledge of sound business practices and principles of supervision and management to be applied at a municipal golf course, with knowledge of, or ability to quickly learn, applicable County and departmental policies, rules and procedures.
- Knowledge of procurement procedures.
- Ability to identify, and appropriately address in a timely manner, adverse playing conditions.
- Ability to read and understand soil samples and tissue analyses and prescribe solutions or programs for Bermuda turf.
- Ability to read, understand and safely follow chemical, fertilizer, etc., labels.
- Ability to consistently interact with staff and the public in a proactive, pleasant and courteous manner.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to efficiently operate a personal computer and pertinent software applications.
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- Ability to safely and efficiently operate various types of golf course power tools

and equipment, i.e., chainsaws, greens mowers, large reel fairway and rough machines, trucks, backhoes, bulldozers, front-end loaders, etc.

- Ability to work outside under varying weather conditions (including inclement.)
- Ability to hear and identify sounds, i.e., verbal and mechanical warnings.
- Ability to identify colors (chemical labels, etc.); Ability to lift and move up to 50 pounds.
- Ability to work flexible hours, including weekends and holidays, when required.