

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: Assistant Greens Superintendent
DEPARTMENT: Golf Course
WORK SCHEDULE: As assigned
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: May 2019
DATE REVISED: May 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Greens Superintendent for the Golf Department, responsible for assisting Greens Superintendent in maintaining municipal golf courses.

DUTIES:

Consults with Greens Superintendent regarding course conditions. Performs duties of Greens Superintendent in his/her absence.

Responsible for regular preventative maintenance schedule on all department machinery and vehicles to include lubrication, oil and filter changes, tire pressure, washing and cleaning, check brakes and steering, and all other necessary duties including minor body work on golf carts.

Maintain individual written files on each department vehicle, to include dates of all servicing, repairs, and parts purchased.

Supervises assigned staff, including making work assignments, interviewing position applicants, making hiring recommendations, providing corrective instruction, and providing training.

Applies fertilizer and plant protectant and keeps record of every application and current product inventory.

Maintains material safety data sheets for all products in inventory.

Monitors irrigation systems, making necessary repairs and adjustments to sprinklers, valves, and controllers.

Performs irrigation systems annual start-up and winterizations.

Acts as lead person for any in-house construction projects, including sand bunker reconstructions, tee area redesign, and drainage improvements.

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Makes repairs and maintains buildings, as needed.

Supervises any tree trimming, ensuring quality work and safety.

Grinds, sharpens, and adjusts all mowing units, ensuring desired quality of cut.

Operate all heavy machinery, including but not limited to, back hoes, loaders, and dump trucks.

Attend seminars and workshops to continue education.

Assists in performing preventative maintenance procedures on all turf equipment and golf cart rental fleet.

Operate all heavy machinery, including but not limited to, back hoes, loaders, and dump trucks.

Attend seminars and workshops to continue education.

Performs general golf laborer duties, as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Ability to meet all department hiring requirements, including passage of drug test. Ability

to obtain and maintain Indiana Pesticide Applicator License.

Thorough knowledge of accepted principles and practices involved in carpentry, plumbing, engine repair, electronics, and pumps and control repair.

Knowledge of applicable safety precautions and procedures.

Ability to operate various hand and/or power tools, including hammer, screw drivers, wrenches, drills, power saws, air nozzle and compressor, driver, ratchet, files, broom, gauges, chainsaw, and backpack blower.

Ability to operate various machinery and/or equipment, including grinder and related golf course equipment.

Ability to physically perform assigned duties, including driving, sitting for long periods, sitting/walking at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending/reaching, color/depth perception, close/far vision, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly.

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Ability to supervise assigned staff, including making work assignments, interviewing position applicants, making hiring recommendations, providing corrective instruction, and providing training

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, department records and information according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to plan and layout assigned work projects, apply knowledge of people and/or locations, and perform arithmetic calculations.

Ability to read and interpret detailed prints, sketches, layouts, and specifications.

Ability to prepare detailed reports.

Ability to work extended hours, weekends, and evenings, travel out of town for continuing education, but not overnight, and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent's work priorities and schedules are primarily determined by supervisor and a flexible, customary routine. Assignments are guided by broad policies and/or general objectives.

Incumbent establishes procedures and interprets policies, referring to supervisor when interpretations of policies and programs are thought necessary. Incumbent has moderate flexibility in the job.

Incumbent reports directly to Greens Superintendent.

III. PHYSICAL EFFORT:

Incumbent performs many functions involving, driving, sitting for long periods, sitting/walking at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending/reaching, color/depth perception, close/far vision, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Prolonged, intense physical strain is not associated with normal operations.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a garage/shop environment and outdoors, including working in extreme hot/cold temperatures, working in wet/icy surroundings, walking on uneven terrain, working with or near chemicals, fumes, odors, dust, and dirt, working in a noisy environment, and working in confined areas and high places. Incumbent must wear protective clothing.

Incumbent works extended hours, weekends, and evenings, travels out of town for continuing education, but not overnight, and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Greens Superintendent describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

Applicant/Employee Signature

Date

Print or Type Name

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