

**CITY OF COPPERAS COVE
POSITION DESCRIPTION**

GENERAL INFORMATION:

1. Job Title: Golf Course Assistant Supervisor / Irrigation Tech
2. Department: Golf Course - 74
3. Job Category: Maintenance
4. Reports To: Crew Leader
5. FLSA: Non-Exempt
6. Benefits: Sick leave, Vacation, Holidays, Medical, Retirement & Dental.

GENERAL PURPOSE:

Performs a variety of supervisory and semi-skilled tasks in the maintenance and operation of golf course and park grounds.

SUPERVISION RECEIVED:

Works under the direct supervision of assigned Crew Leader.

SUPERVISION EXERCISED:

Assist in supervising golf course maintenance workers; may supervise community service workers, part-time or temporary employees as required and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May assist in performing a variety of administrative work in planning, budgeting, developing, scheduling, directing and implementing a year-round golf course and parks operation.

Must have knowledge of and be able to perform ALL procedures related to the entire maintenance of 18 holes of golf, practice areas and assigned sports turf areas within the parks.

Must comply with all local, state and federal laws and regulations pertaining to environmental compliance and safety compliance.

This position is responsible for course marking in accordance with local rules and the rules of golf.

Assist with scheduling of all maintenance procedures, including aeration, and top dress techniques and applications within the golf course and the parks.

Assist with analyzing soil and water testing and how it applies to fertilizer, chemical and water requirements and management.

Assist the Crew Leader and Grounds Superintendent with turf grass science and management, identification of insects, weed and disease identification and control, along with maintaining water, fertilizer and chemical application records.

Manages and supervises assigned operations to achieve goals within available resources; assists in planning and organizing workloads and staff assignments; assists in training, motivating and evaluates assigned staff; reviews progress and directs changes as needed within these areas.

Initiates and implements safety regulations and procedures under the supervision of the assigned crew leader

Assures that assigned areas of responsibility are performed within budget.

Can issue written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures as directed by the assigned crew leader.

Performs or assists subordinates in performing duties.

Assists in preparing daily work schedules and assignments to appropriate individuals, crews or combination of crews, and coordinates the completion of the same.

Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, safety, and health standards.

Determines, calculates and secures the appropriate materials and supplies for a specific project and relays that information to assigned crew leader.

Improves work methods to accomplish assigned work.

Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.

Assures that tools and equipment are properly maintained and kept in proper working condition.

May need to respond to public inquiries; provides information within scope of knowledge and position.

Assist with the mowing and maintenance of golf course fairways, rough, greens, tee area and other open space areas; oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads within the golf course and the parks as assigned.

Assist with overseeing the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the golf course and parks as assigned.

PERIPHERAL DUTIES:

Serves as a member of various employee committees, as assigned.

Assists in the training and/or supervision of lower level employees or volunteers.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, irrigation systems and spray equipment.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Associates degree in Turf Science or related field, B.S. Degree preferred in Agronomy, Turf Science or related field, and

(B) One year experience in similar position/capacity, or

(C) Any equivalent combination of relevant education and experience.

(D) Must have or be able to obtain within twelve months a chemical applicators license from the Texas Department of Health or Structural Pest Control Board of the State of Texas and maintain license and required CEU's each year.

Necessary Knowledge, Skills, and Abilities:

(A) Working knowledge of equipment, materials and supplies used in golf course building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of first aid and applicable safety precautions.

(B) Skill in the operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; ability to communicate effectively orally and in writing;

(D) Ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

(E) Must have knowledge of the game of golf and be able to play the course at least twice a month.

(F) Ability to communicate both orally and written; ability to work directly with the public;

(G) Ability to plan and organize recreation and parks/golf course activity data and keep accurate records;

(H) Ability to develop, coordinate and direct varied activities involved in community programs;

- (I) Ability to establish and maintain effective working relationships with City employees and general public;

SPECIAL REQUIREMENTS:

Valid state driver's license or ability to obtain one.

Must attend the required education and training to maintain required certifications.

Must have a good attitude.

DESIRED QUALIFICATIONS:

(A) Commercial Drivers License (CDL) with Endorsements preferred.

(B) Irrigation Background.

(C) Reel Maintenance and Calibration Experience.

TOOLS AND EQUIPMENT USED:

Pickup truck; turf care and landscaping equipment, including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, backflow, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; phone; mobile or portable radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to vibration or risk of electrical shock.

Attendance is an essential job function.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

It is an essential function of the job that you report to work on time and work your scheduled hours.

Must be able to follow directions.

Signature: _____ Signature: _____
Employee
Supervisor

Effective Date: 10/2013 Revision History: 9/20/2016