

# City of Caldwell

## Class Specification

|                             |                                        |
|-----------------------------|----------------------------------------|
| <b>Class Title</b>          | <b>ASSISTANT SUPERINTENDENT - GOLF</b> |
| <b>Job Valuation Number</b> | <b>1910</b>                            |
| <b>FLSA Designation</b>     | <b>Covered</b>                         |
| <b>Pay Grade</b>            | <b>Level 6</b>                         |
| <b>Effective Date</b>       | <b>October 2020</b>                    |

### General Statement of Duties

Oversees maintenance operations for City golf facilities; performs related work as required.

### Classification Summary

The principal function of an employee in this class is to supervise work crews in maintaining City golf facilities. This class is distinguished from the class of Golf Superintendent by the performance of maintenance work associated with the construction, repair and maintenance of the City's golf facilities. The work is performed under the direct supervision of the Golf Superintendent. Direct supervision is exercised over the work of Golf Maintenance Workers and seasonal employees. An employee in this class performs the duties of other employees in the Golf department as required or as assigned by supervisory personnel. In the absence of Golf Superintendent, an employee in this class may temporarily assume limited responsibility for duties of the Superintendent. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the assigned supervisor, other City employees, golf professionals, golf course patrons and the general public. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions and related hazards.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and schedules maintenance activities for golf facilities;
- Supervises, trains, evaluates, motivates and coordinates the work of Golf Maintenance Workers in the upkeep of related facilities;
- Schedules work crews according to daily, weekly, monthly and long term needs of the assigned Golf course;

- Checks work orders and ensures an adequate staffing and time allotment for all desired objectives;
- Coordinates major service and/or maintenance projects with outside vendors;
- Ensures effectiveness and efficiency in facilities maintenance;
- Assigns areas of responsibilities to different work crews;
- Performs mechanical repair of vehicles and equipment to maintain equipment in operating order;
- Maintains golf course irrigation systems including assigning work repairing leaks and electrical systems;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other related duties as assigned.

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| <b>Required Knowledge, Skills and Abilities</b> |
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- Some knowledge of current practices and procedures involved in golf facilities maintenance;
- Some knowledge of all safety procedures involved in golf facilities maintenance operations;
- Good knowledge of irrigation systems, operation and maintenance;
- Good knowledge of turf management, herbicides, pesticides and fertilization;
- Skill in the use of all power equipment, hand tools used in maintenance activities;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to establish and maintain effective working relationships with other Department

and City employees, golf professionals, vendors, golfers and the public.

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Considerable experience in golf course maintenance with some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a current and valid driver's license.
- Ability to obtain the Idaho Pesticide License within six (6) months of employment.
- Subject to a background check.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor the progress of work crews;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit work sites throughout the City.

Approved By: \_\_\_\_\_  
Finance Director

Date: \_\_\_\_\_