

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>GOLF MAINTENANCE CREW CHIEF</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	<b>Grade 7 at \$13.55</b>
<b>Effective Date</b>	<b>August 2015</b>

### General Statement of Duties

Performs tasks related to the day-to-day maintenance operations at the City's golf facilities; performs related work as required.

### Classification Summary

The principal function of an employee in this class is to perform tasks related to the day-to-day maintenance operations at the City's golf facilities. Individual will perform maintenance work associated with the construction, repair and maintenance of the City's golf facilities. The work is performed under the general supervision of the Golf Superintendent. Direct supervision may be 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 the Golf Superintendent, this employee may temporarily be assigned those duties of the superintendent. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, contract employees, golf 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 and operations;
- Assigns areas of responsibilities to different work crews;
- Inspects all golf facilities to determine needed repairs and possible safety hazards and schedules for repair;
- 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 approved 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 with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Good knowledge of current practices and procedures involved in golf facilities maintenance;
- Good 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;
- Demonstrated 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, contract 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 and knowledge of golf facilities maintenance with some supervisory experience; 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.
- Subject to a pre-employment drug test and 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 and listen effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor the progress of work crews and identify needs associated with the golf facility;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and facility equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform physical tasks related to facility maintenance, i.e. maneuvering in trenches and varying terrain.