

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 10, 2025

ASSISTANT GREENSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This important position performs skilled grounds maintenance work at a municipal golf course, maintains equipment, and oversees the work of assigned workers. The incumbent assists the Greenskeeper in assigning work to subordinates, instructing them in work methods and equipment operations, and inspecting work. The position is also responsible for ensuring the quality and safe work habits of assigned workers, for maintaining golf course landscaping, and overseeing the work of Groundskeepers performing special projects at the golf course. The incumbent participates in off-season activities such as snow removal and equipment maintenance and may be assigned to projects within the parks division. Work is performed under the general supervision of the Greenskeeper in accordance with established policies, procedures, and regulations. The incumbent exercises direct supervision of assigned seasonal workers and full-time personnel assigned to the golf course for special projects. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in grounds maintenance work at a municipal golf course, including mowing grass, trimming hedges, trimming trees and shrubs, raking leaves, sods, and seeding lawns, general landscaping work, preparing grounds for sporting events, and all other duties of a groundskeeper;
2. Operates and supervises others operating a variety of motorized commercial grounds equipment in a safe manner;
3. Assists in the routine upkeep and maintenance of motorized commercial grounds equipment and makes minor repairs when necessary;
4. Instructs, assigns, and supervises the work of seasonal staff ensuring that all work is performed in an efficient, effective, and safe manner;
5. Implements safety protocols and procedures, monitors compliance, and ensures that assigned workers adopt safe work habits;
6. Assists in a variety of greenskeeping tasks, such as treatment of greens and lawns, composting fairways, greens and trees, watering and cutting grass;
7. When assigned, applies pesticides and fertilizers in accordance with NYS Department of Environmental Conservation (DEC) Rules and Regulations;
8. Oversees the work of groundskeepers assigned to special projects at the golf course;
9. May be assigned to perform inside manual work such as painting and general maintenance when the weather does not require the performance of outdoor duties;
10. Oversees golf course operations in the absence of the Greenkeeper;
11. Participates in departmental winter snow removal activities including plowing snow and shoveling sidewalks;
12. Participates in assigned projects within the parks division;
13. May assist in the pro shop operation as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of grounds maintenance practices and techniques; thorough knowledge of the operation of motorized equipment used in the maintenance of a golf course and grounds; thorough knowledge of golf course maintenance activities; working knowledge of automated irrigation systems; skill in trimming and removing brush and trees; ability to safely operate commercial grade motorized equipment used in the maintenance of grounds, greens, fairways, tee boxes, and lawns; ability to operate chain saws; ability to implement and adhere to safety precautions when operating potentially harmful tools and/or equipment; ability to follow written and oral instructions; ability to lift more than fifty (50) pounds; ability to assign, train, and supervise the work of subordinates; willingness to perform routine, sometimes strenuous, manual work; mechanic aptitude; physical endurance; willingness to work varying shifts and schedules; willingness to work in adverse weather conditions; sound judgment; integrity; initiative; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND** all of the following:

1. Five (5) years of full-time paid large-scale grounds maintenance work at a golf course involving the operation of commercial grade motorized equipment; **and**
2. Two (2) years of the above experience must have involved directing or leading the work of subordinates; **and**
3. Six (6) months of verifiable, paid experience in snowplowing using a pickup truck.

SPECIAL REQUIREMENTS:

1. Must possess a valid New York State Drivers License at the time of appointment and for the duration of employment;
2. Must possess a current DEC approved pesticide license at the technician level or higher within one (1) year of appointment and for the duration of employment.