

DEPARTMENT: NIAGARA COUNTY
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 3, 2025

GOLF COURSE OPERATIONS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position responsible for overseeing and participating in the daily operations, including the pro-shop and special events, and maintenance of a golf course including greens, fairways, and other land and facilities comprising the golf course. The incumbent also oversees and participates in the routine maintenance and repair of mechanical equipment necessary to maintain a golf course. The incumbent regularly trains and instructs subordinate personnel to ensure that all work is performed efficiently and in accordance with golf course standards. The work is performed under the general supervision of the Deputy Commissioner of Public Works – Buildings & Grounds with wide leeway allowed for the use of independent judgment in carrying out the details of the work. General direction is exercised over the Pro-Shop Operator and general supervision is exercised over full-time and seasonal groundskeeping and maintenance personnel at the course. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees entire scope of golf course operations including the pro-shop, course schedule, event management, and course maintenance;
2. Supervises the Pro-shop Operator and ensures that operations, scheduling, event management, and activities are performed in an effective and efficient manner to maximize golf course usage and revenues;
3. Schedules and supervises golf course maintenance personnel to ensure adequate coverage to maintain the course in good playing condition at all times throughout the golf season;
4. Oversees and participates in the maintenance and the repair of greens, fairways, tee boxes, roughs and sand traps to ensure that specific tolerances are met;
5. Oversees and participates in the watering as well as the applications of fertilizer of greens, fairways, tee boxes, approaches and roughs to maintain the quality of the turf;
6. Oversees and participates in the rotation of hole cups and tee markers to prevent undue wear to one area and maintain the quality and character of the turf;
7. Maintains records of the application of chemicals to control weeds, insects and fungi; and completes/submits annual reports to the DEC;
8. Oversees and participates in the removal of trash, care of lawns, shrubs, paths and other areas comprising the golf course;
9. Oversees and participates in the routine maintenance and repair of mechanical equipment necessary to maintain the golf course;
10. Oversees and coordinates with other departments regarding the maintenance and repair of buildings on the golf course property;
11. Trains and instructs employees in the proper use of equipment, in new procedures and standards;
12. Assists with maintenance of winter facilities at golf course;
13. Maintains an inventory record of equipment, supplies and materials, and informs the Director as to the need for same;
14. Develops bid requirements for any work to be contracted in the golf course; purchases equipment and supplies including large capital purchases; seeks and obtains proposals for work to be performed; and makes recommendations to the Deputy Commissioner;
15. Develops and manages a budget for the operations and maintenance of the golf course and pro-shop;
16. Attends schools, seminars and trainings to keep abreast with various golf course maintenance practices;
17. Establishes a preventative maintenance and safety program;
18. Prepares and maintains a variety of fiscal, personnel and program activities reports;
19. Reports to work on weekends and at night as instructed/needed.

CONTINUED

GOLF COURSE OPERATIONS DIRECTOR CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods, materials and equipment used in greenskeeping and grounds maintenance of a golf course; good knowledge of golf course and pro-shop operations and management; good knowledge of the use of fertilizers, fungicides, pesticides, and herbicides; ability to recognize and treat grass diseases and control insects; ability to schedule and supervise the work of others and provide necessary training; ability to follow detailed oral and written instructions; ability to maintain effective working relationships with superiors, staff, participants, and the general public; ability to maintain records and prepare reports; ability to monitor financial transactions, develop a budget, and account for funds; ability to communicate effectively both orally and in writing ability to anticipate problems due to weather, seasonal changes, type and degree of use, and related cases; mechanical aptitude; sound professional judgment; initiative; tact; resourcefulness; dependability; willingness to work in extreme cold/heat and/or inclement weather; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation with a Bachelor's degree including or supplemented by at least two (2) courses in soil and turf management, agronomy, horticulture, plant science or soil science **and** three (3) years of paid experience in the care and maintenance of a golf course; **OR**
2. Graduation with an Associate's degree including or supplemented by at least two (2) courses in soil and turf management, agronomy, horticulture, plant science or soil science **and** five (5) years of paid experience in the care and maintenance of a golf course; **OR**
3. Graduation from high school or possession of an equivalency diploma **and** seven (7) years of paid experience as a greenskeeper.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Incumbents must have the following at time of appointment and maintain each throughout employment:

1. New York State Pesticide Applicator's license;
2. Valid New York State Driver's license.

NOTE: Part-time experience will be pro-rated.