

**DEPARTMENT:** **NORTH TONAWANDA YOUTH, RECREATION & PARKS**  
**CLASSIFICATION:** **NON-COMPETITIVE APPROVED NYSCSC 6/12/2024**  
**APPROVED:** **JUNE 17, 2024**

**GOLF COURSE SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing and participating in the 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 Director of Youth, Recreation and Parks with wide leeway allowed for the use of independent judgment in carrying out the details of the work. General supervision is exercised over Groundskeepers and other maintenance personnel at the course. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. 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;
2. 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;
3. 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;
4. 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;
5. Maintains records of the application of chemicals to control weeds, insects and fungi; and completes/submits annual reports to the DEC;
6. Oversees and participates in the removal of trash, care of lawns, shrubs, paths and other areas comprising the golf course;
7. Oversees and participates in the routine maintenance and repair of mechanical equipment necessary to maintain the golf course;
8. Oversees and coordinates with other departments regarding the maintenance and repair of buildings on the golf course property;
9. Trains and instructs employees in the proper use of equipment, in new procedures and standards;
10. Assists with maintenance of winter facilities at golf course;
11. Maintains an inventory record of equipment, supplies and materials, and informs the Director as to the need for same;
12. 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 Director;
13. Develops and manages a budget for the maintenance of the golf course;
14. Attends schools, seminars and trainings to keep abreast with various golf course maintenance practices;
15. Establishes a preventative maintenance and safety program;
16. Prepares and maintains a variety of fiscal, personnel and program activities reports;
17. Reports to work on weekends and at night as instructed/needed.

**CONTINUED**

## **GOLF COURSE SUPERINTENDENT 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; ability to recognize and treat grass diseases and control insects; good knowledge of the use of fertilizers, fungicides, pesticides, and herbicides; ability to follow detailed oral and written instructions; ability to organize and supervise the work of others; ability to maintain effective working relationships with superiors, staff, participants, and the general public; ability to maintain records and prepare reports; 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; good 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.