Job Description

Job Title:	Golf Course Maintenance Supervisor	Classification:	Classified
Department:	Parks and Recreation	Grade:	200
Occupational Group:	Maintenance and Trades	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; plans, directs, and reviews the work of personnel engaged in the maintenance and repair of equipment, structures, and grounds of the golf course and for the supervision of construction activities. Manages the maintenance and landscaping needs of the City of Joplin's municipal golf course.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans, coordinates, assigns, schedules, and reviews work of golf course maintenance personnel performing a variety of landscaping and groundskeeping work required to maintain the City's municipal golf course. Assists in maintenance projects and tasks at the course, as required.
2. Evaluates and is responsible for the City golf course maintenance including irrigation, mowing, chemical application, cultural maintenance of greens, tees, fairways, roughs, bunkers, cart paths, ponds, and trees.
3. Plans and coordinates special projects on golf facilities such as new construction, renovation and/or reconstruction of greens, tees, fairways, and landscaping. Plans and conducts regular training for employees regarding proper maintenance procedures and equipment use. Ensures new and less experienced staff are appropriately trained in the operation of a variety of specialized golf course landscaping and groundskeeping tools and equipment.
4. Inventories and inspects equipment used for landscaping/groundskeeping activities; performs routine maintenance, makes minor repairs, and arranges for completion of major repairs; maintains inventory of equipment, tools, supplies, materials, and parts needed for golf course maintenance activities. Evaluates and purchases new equipment when needed to ensure property golf course maintenance is completed efficiently.
5. Maintains a variety of required records and resorts. Prepares payroll and associated personnel records on subordinates in a timely manner and in compliance with City policies and procedures; maintains MSDS sheets, inventory records, maintenance, and chemical application logs.
6. Reads and interprets a variety of written information including applicable Federal, State, and local laws & regulations, chemical and fertilizer application, use, and safety procedures.
7. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
8. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City’s policies and procedures.
9. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

10. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
11. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Performs minor services for the clubhouse facility, as needed.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of supervision including employee training and evaluation; safe methods and techniques for applying variety of insecticides, herbicides, and fertilizers; operation, maintenance, and repair of specialized golf course maintenance equipment; principles and techniques of golf course maintenance; general horticultural, groundskeeping, and landscaping principles and practices; effective management practices for maintenance operations and personnel; City of Joplin rules and regulations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with staff, other departments, and the public; analyzing work volume and efficiently utilizing staff and available resources to maintain the City of Joplin's municipal golf course; understanding and interpreting complex rules, regulations, policies, and guidelines; effectively leading, counseling, and disciplining staff; training staff in use of equipment and tools; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Graduation from an accredited college or university with a Bachelor's degree in Agronomy, Horticulture, Turf Grass Management, or related discipline is preferred.

Experience: Three years' full-time golf course maintenance work, including supervisory experience and advanced knowledge of agronomy and turfgrass management is preferred. Educational qualifications will be considered a substitute for the required work experience on a year-for-year basis, up to a maximum of two years.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Missouri Pesticide Applicator in Turf and Ornamental Certificate is preferred. Certification through Golf Course Superintendents Association of America (GCSAA) at the Class B level is required, but the Class A is preferred.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in an environment with moderate noise levels, controlled temperature conditions, and may be exposed to hazardous chemicals and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	