The City Beautiful

City of Coral Gables
Job Description

Job Title:	Golf Course and Park Superintendent	**Prepared Date:**	1/2012
Department:	Parks and Recreation	**Approved By:**	Elsa I. Jaramillo-Velez
Classification:	2309	**Approved By:**	Patrick Salerno
Pay grade:	28E		

Summary

Performs a variety of administrative, supervisory, and technical tasks in the maintenance and operation of golf courses, grounds, parks, open spaces, and recreation structures. Supervises support staff which may include: maintenance staff, contractors, community service workers, and temporary employees as required. Exercises considerable initiative and independent judgment under the general supervision of the Parks and Recreation Director.

Essential Duties and Responsibilities

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Provides advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Develops and maintains a park and open space maintenance management system. Develops park maintenance and operating procedures and methods within limits of departmental policies and procedures. Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

Inspects park and open space services provided by contractors or vendors for compliance with performance standards.

Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.

Prepares and maintains daily, monthly, and annual reports and records, as assigned. Responds to public inquiries; provides information within scope of knowledge and position.

Oversees and assists in the mowing and maintenance of golf courses, as well as park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; oversees and assists in the operation and maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.

Develops and maintains a golf course maintenance management system. Develops golf course maintenance and operating procedures and methods within limits of departmental policies and procedures. Inspects golf course maintenance and business operations provided by contractors or vendors for compliance with performance standards.

Oversees the planting, seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's golf courses, parks and open spaces. Detects and determines remedies for plant diseases and insect infections.

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other equipment as needed.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use. Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

Promotes interest, provides information and addresses concerns regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.

Performs some or all of the duties of a Parks Crew Leader as required.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of equipment, materials and supplies used in golf course, building and grounds maintenance; knowledge of the methods, practices, tools and equipment used in developing and maintaining greens, trees, fairways, and other grounds, parks golf courses and open spaces; working knowledge of equipment and supplies used to do minor repairs; knowledge of turf diseases and the chemicals used to control them. Knowledge of the use proper use of pesticides. Knowledge of playground safety standards and guidelines. Knowledge of golf rules and etiquette; knowledge of the operation and maintenance or irrigation system; working knowledge of first aid and applicable safety precautions.

Ability to supervise the maintenance and repair of various types of equipment used in maintaining golf course operations, parks, and open spaces; ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public; ability to build teamwork and create a positive work environment.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write

English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, heavy equipment, pesticides, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves as required. Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Graduation from a four year college or university with a bachelor's degree in Agronomy, Horticulture Landscape Design, Turf Science/Management or related field.

Preferred certification as a Golf Course Superintendent by the Golf Course Superintendent Association of America, or a Class A Superintendent, as defined by the South Florida Golf Course Superintendents Association.

Certification as a Playground Safety Inspector desirable or be able to pass certification requirements within first year of employment.

Must have Florida Pesticide License or ability to obtain one within the first 6 months of employment.

Significant experience managing golf course and/or park facility maintenance operations.