



Golf Course Manager

Department:	Public Works	FLSA Status:	Non-Exempt
Division:	Public Works	Job Status:	Non-Bargaining Unit
Reports to:	Director of Public Works/City Engineer	Location:	Evergreen Golf Course
Prepared by:	Director of Public Works/City Engineer		
Date:	September 29, 2023		

GENERAL DESCRIPTION

Under the direction of the Director of Public Works; plan, organize, coordinate and supervise the maintenance and operations of the City golf course facilities and grounds; manage and supervise golf course maintenance activities along with the clubhouse; plan and implement capital improvement projects.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Supervise and participate in maintenance activities of golf course buildings, signs, fences, turf and other facilities; treat turf diseases, weeds and insects.
- Supervise, hire, and direct all golf course staff.
- Work courteously and tactfully with customers and employees.
- Plan, organize and schedule grounds keeping activities and personnel.
- Supervise and participate in the maintenance and operations of golf course equipment; arrange for repair and maintenance of equipment as necessary.
- Establish, approve, review, and follow standards set for the course; adjust industry standards when necessary.
- Conduct regular inspections of the course to check on work being done, work completed, identify work projects for scheduling, and the status of special projects.
- Review weekly work requirements and assign personnel accordingly.
- Coordinate work through other departmental and city operations and outside vendors.
- Maintain the course's irrigation system, including identifying problems with the system and making repairs or replacements to keep it functioning properly.
- Plan, implement and coordinate capital improvement projects; obtain price quotes and order materials according to established procedures; participate with work projects as necessary.
- Plan all maintenance operations to include short- and long-range plans.
- Train, supervise and evaluate the performance of assigned staff; coordinate the work for special projects; activities and tournaments as necessary.
- Plan, schedule, supervise and promote all golf leagues and outing activities.
- Coordinate purchase of refreshments from vendors.
- Collect money and make bank deposits.
- Review and approve employee timecards.
- Handle employee-related issues, through established City policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of methods, materials and practices of applying fertilizers, pesticides and herbicides.

- Knowledge of maintenance and repair of irrigation systems.
- Ability to obtain and maintain pesticide applicator license.
- Ability to use equipment and machines including, but no limited to, power and hand tools, turf and irrigation system/maintenance equipment, light equipment, two-way radio and telephone.
- Knowledge of turf varieties and species and their uses to determine what to plan, where, when and why.
- Knowledge of turf growth habits to effectively apply fertilizers and herbicides.
- Knowledge of turf mowing to provide proper appearance.
- Ability to troubleshoot irrigation systems to properly maintain system.
- Strong communication and interpersonal skills.
- Must have ability to maintain good public relations and to work well with other staff.
- Daily standing and sitting for prolonged periods.
- Knowledge of operating cash register and credit card machine.

EDUCATION AND TRAINING

- Completion of a high school diploma or GED equivalent.
- Any combination equivalent to college-level course work in turf management or related field.
- Three years experience working at a golf course or grounds maintenance work including two years experience in a lead capacity preferred.
- Must possess a valid Wisconsin driver's license.
- Requires some evening, weekend, and holiday work.

WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting heavy objects; bending at the waist; stooping; kneeling or crouching to change cups; dexterity of hands and fingers to operate a variety of specialized equipment and hand and power tools; pushing and pulling mowers; sitting for extended periods of time while operating grounds equipment; reaching overhead and horizontally to prune trees; standing and walking for extended periods of time; walking over rough or uneven surfaces. Outdoor and shop work environment; fumes, dust, pollen, and noise from equipment operation. Working with machinery having sharp moving parts; exposure to fertilizer fumes and chemicals. Frequent exposure to heat, sun, and wet/humid conditions. Moderate mental effort is required daily. Moderate physical exertion.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.