# SOMERVELL COUNTY JOB DESCRIPTION

JOB TITLE:	Assistant Golf Superintendent	EFFECTIVE	: April 29 <sup>th</sup> 2024
SUPERVISOR:	Golf Superintendent	STATUS:	Exempt
DEPARTMENT:	Golf Maintenance	RANGE:	\$32,960 - \$41,200

#### **POSITION SUMMARY:**

Assist the Superintendent in directing management practices and activities of workers concerned with operation and maintenance of golf facility in preparation to become a superintendent.

#### **ESSENTIAL FUNCTIONS:**

- Maintain direct supervision of maintenance crew to include scheduling, evaluation, and counseling to ensure proper work coverage and work performance.
- Set up irrigation programs and monitor and syringe greens to maintain health of course.
- Oversee calibration and application of fertilizers and pesticides to maintain health of course.
- Performs certain types of hands-on work, some with crew and some alone.
- Monitor maintenance of pesticide records, pesticide storage, and Hazardous Communications programs to remain in compliance with applicable laws and the county safety program.
- Lead employee and safety meetings to communicate work and safety standards.
- Trains maintenance staff in job functions in order to provide safe and efficient use of time and equipment.
- Process paperwork including, but not limited to, purchase orders, workers' compensation, accident reports, and time sheets in order to maintain compliance with Federal, State, and county administrative requirements.
- Communicate with Golf Pro to determine daily needs in order to provide best product for client.
- Perform manual labor to include use of golf course maintenance equipment.
- Work irregular hours, weekends and holidays, evenings, periods greater than eight hours per day or forty hours per week as needed in certain circumstances or during certain parts of the year as required to accomplish work.
- Attend work consistently and punctually.
- Work appropriately with others.
- Work well with supervision receiving instructions / feedback, coaching / counseling and / or action / discipline.
- Adhere to all policies and procedures of Somervell County.

### ADDITIONAL POSITION RESPONSIBILITIES:

• Other duties as assigned.

### MINIMUM QUALIFICATIONS:

- A degree from an accredited college or university in a Horticulture related field, and
- Must obtain a Pesticide Applicator's License from the Texas Department of Agriculture within six months of employment, and
- A valid Texas Drivers' License.

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### PREFERRED EXPERIENCE:

• Golf course work experience.

# **PHYSICAL DEMANDS:**

Minimal - Climbing and overhead reaching.

Moderate – Standing, pushing/pulling, power hand tools, and fork lift/other machinery.

Extensive – Sitting, bending/stooping, kneeling/squatting, walking, grasping/squeezing, wrist flexion/extension, driving; use of manual hand tools, light utility vehicles, sprayers, light mowing equipment, and chainsaws. Moving – 76 to 100 lbs.

## **ENVIRONMENTAL FACTORS:**

Minimal – Noise, vibration, and working at heights.

Moderate - Use of personal protective equipment.

Extensive – Extreme cold, extreme heat, exposure to dust/gas/fumes/steam/chemicals, working outdoors, walking on uneven ground, and working around moving machinery.