

**Town of Natick
Job Description**

Position Title:	Assistant Superintendent Golf Course	Grade Level:	1
Department	Community Services	FLSA Status	Exempt
Reports to:	Golf Course Superintendent		

Statement of Duties: The Assistant Superintendent Golf Course reports directly to the Golf Course Superintendent. Under the Superintendent's supervision, the Assistant Superintendent directs and participates in the maintenance of the golf course tees, greens, fairways, and cart paths; supervises the maintenance and repair of motorized and other mechanical equipment and does related work as required. The Assistant Superintendent may serve in the Superintendent's capacity during his/her absence.

Supervision Required: The employee reports directly to the Golf Course Superintendent.

Supervisory Responsibility: The employee is responsible for the supervision of all golf course maintenance personnel including the equipment manager in the absence of the Golf Course Superintendent.

Accountability: To create the positive environment necessary for constructive accountability the Assistant Superintendent should:

- Involve employees in setting clear, challenging yet attainable goals and objectives, and give them the authority to accomplish those goals;
- Coach employees when they request help, and support employees in all aspects of the job;
- Monitor progress towards goals, and provide feed-back that includes credible, useful performance measures;
- Provide the training and resources employees need to do the work;
- Recognize employees for good performance, both formally and informally.

Judgment: The Assistant Superintendent should institute the following practices in his decision making.

- Identify the purpose of your decision.
- Gather information.

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- Identify the principles to judge the alternatives.
- Brainstorm and list different possible choices.
- Evaluate each choice in terms of its consequences.
- Determine the best alternative.
- Put the decision into action.
- Evaluate the outcome of your decision and action steps.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment:

The Golf Course Superintendent should institute the following practices to create a positive work environment,

- Transparent and open communication.
- Training and development focused.
- Recognition for hard work or a job well done.
- Create a team spirit.

Nature and Purpose of Contacts: Position interacts with coworkers, public and external contacts. More of than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or uncooperative individuals.

Occupational Risks:

- Exposure to sun.
- Exposure to pesticides.
- Injury due to the use of power tools and equipment.

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Essential Functions: *The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Assists in planning and supervising the maintenance of greens, tees and fairways; schedules work; and supervises the employees and the use of the equipment.
- Instructs equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
- Assists in personnel management and evaluation, employee safety and personnel discipline.
- May modify the daily work schedule based on professional interpretation.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Minimum 3 years' experience working on a golf course maintenance staff or any experience as an Assistant Superintendent.
- Supervisory experience preferred.
- Experience syringing greens.
- Irrigation repair experience.
- Be able to operate all turf maintenance equipment.

Special Requirements:

- MA Driver's License

Knowledge, Abilities and Skills:

Knowledge:

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- Working knowledge of the maintenance of golf course tees, fairways and greens; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls.

Abilities:

- Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; prepare clear and concise reports; and maintain effective employee and public relations.
- May require current state certification or licensing as a pesticide applicator.

Physical and Mental Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Physical Skills:

- Must be able to move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance.
- Stand, sit, or walk for an extended period of time or for an entire work shift.
- Reach overhead and below the knees.

Motor Skills:

- Must possess the motor skills necessary to perform the position of Assistant Superintendent Golf Course.

Visual Skills:

- Must possess the visual skills necessary to perform the position of Assistant Superintendent Golf Course.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.