

## GOLF COURSE GROUNDS SUPERINTENDENT SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
4835(3338)	Assistant Golf Course Grounds Superintendent	03	171	6 mo.	10/26/00
2458(3338)	Golf Course Grounds Superintendent	03	171	6 mo.	10/26/00

*Promotional Line: 353*

Series Narrative

Employees in this series are engaged in the direction of staff and the management of operations for the grounds maintenance program of a large golf course (such as one with eighteen or more holes).

DESCRIPTIONS OF LEVELS OF WORK

**Level I: Assistant Golf Course Grounds Superintendent 4835(3338)**

Employees at this level of the series assist in the direction of staff and the management of operations involved in the grounds maintenance of a large golf course. They work under direction from a designated supervisor.

An Assistant Golf Course Grounds Superintendent typically –

1. assists in the general planning and coordination of a golf course grounds maintenance program, including such areas as personnel, budget, and inventory
2. assists in planning, scheduling, and implementing a repair and preventive maintenance program for equipment
3. coordinates irrigation system schedules and programs; assists in the maintenance of chemical and irrigation parts inventory
4. provides input into budget planning activities; maintains detailed records; prepares required reports and correspondence
5. supervises the completion of all course-related special projects (such as State-mandated chemical rinse pad)
6. assists in compliance with university, state, and federal regulatory agencies
7. assists in the planning and implementation of training and safety programs
8. ensures the safe and efficient application of pesticides on golf course grounds
9. performs other related duties as assigned

**Level II: Golf Course Grounds Superintendent 2458(3338)**

Employees at this level are responsible for the grounds maintenance program of a large golf course that may include the supervision of Greens Supervisor(s). The employees work under administrative supervision from a designated supervisor.

A Golf Course Grounds Superintendent typically –

1. plans golf course grounds maintenance, such as:
  - (a) prepares schedules for mowing greens, tees, fairways, fringes, roughs, and trim work and maintenance of sand traps
  - (b) designs a rotation plan and schedule for tee markers and pin placement
  - (c) plans program for application of fertilizers, herbicides, pesticides, and fungicides
  - (d) directs a tee-sodding program
  - (e) plans location, purchase, and planting or replacement of trees; and schedules pruning and fertilization of trees
2. plans and schedules a repair and preventive maintenance program for mechanical equipment; plans for equipment replacement and recommends purchase of golf course maintenance equipment and golf carts; schedules and directs the maintenance of the irrigation system
3. employs, trains, schedules, evaluates, and dismisses assigned staff; recommends promotions and salary adjustments
4. prepares reports, budgets, and correspondence as required
5. opens and closes golf course as required by weather conditions in accordance with established policy
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Assistant Golf Course Grounds Superintendent 4835(3338)**

**CREDENTIALS TO BE EVALUATED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. (A) Three years of progressively more responsible work experience in golf course grounds maintenance (such as experience in equipment and irrigation system installation and maintenance; and/or involvement in the construction/reconstruction of greens, tees, fairways, and bunkers with additional installations), 6 months of which were at a supervisory level  

or

(B) Associate's degree in turf management or a related field (such as horticulture or soil science)

and

Twelve months of responsible work experience in golf course grounds maintenance with supervisory responsibilities

- 3. Eligibility for licensure as required by the Illinois Pesticide Act for the work to be performed, and possession of the license within the probationary period

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. knowledge of the theories and practices of golf course turf management
- 2. knowledge of equipment used in golf course grounds maintenance and irrigation
- 3. knowledge of inventory control
- 4. ability to maintain detailed records and to prepare reports and budget projections
- 5. ability to work effectively with students, staff, and the public
- 6. ability to train and direct the work of assigned personnel
- 7. managerial ability

**Level II: Golf Course Grounds Superintendent**

**2458(3338)**

CREDENTIALS TO BE EVALUATED BY PLACEMENT OFFICER

- 1. possession of the credentials required for the Assistant Golf Course Grounds Superintendent
- 2. one additional year of experience in the management of golf course grounds maintenance programs

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. extensive knowledge of turf management
- 2. extensive knowledge of equipment used in golf course grounds maintenance, irrigation, tree surgery, and golf carts
- 3. ability to coordinate technical operations of the golf course grounds maintenance program
- 4. ability to supervise and train assigned personnel
- 5. ability to prepare and present written and/or oral reports
- 6. ability to deal effective with faculty, staff, students, patrons, and suppliers of the golf course

Assistant Golf Course Grounds Superintendent.....	Revised
Golf Course Grounds Superintendent.....	Revised