POSITION DESCRIPTION

Class Title: Assistant Golf Course Superintendent

Department: Hidden Hills Golf Course

Date: 06/27/2023

Job Code Number:

Grade Number: MT-6

GENERAL PURPOSE

The Golf Course Maintenance Crew Leader position is responsible for performing a variety of routine maintenance, irrigation, and facility improvements in support of the activities and operations at Hidden Hills Golf Course.

SUPERVISION RECEIVED:

Works under the close supervision of the Golf Course Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position will perform a variety of routine maintenance, irrigation and facility improvements such as:

- Operate various types of equipment such as lawn mowers, string trimmers, backpack blowers, small utility tractors with attachments, edgers, small hand tools such as shovels and hand rakes to help maintain golf course.
- Operate and maintain irrigation system and pump station.
- Cut lawns, trim edges around walks, flower beds, and walls daily.
- Pressure washes mildew from walkways, driveways and buildings as needed.
- Cleans out drains, backed-up toilets, light plumbing as needed.
- Mow and maintain the driving range tees, fairways and holes of the golf courses.
- Repairs fences, gates, walls, and walkways.
- Clean and sanitize course restrooms.
- Provide minor and routine repairs and maintenance to facilities including the Tournament Center for special events.
- Transport and place ice and water filled coolers on the courses for golfers use. Refill and replace as needed.
- Performs any and all other related duties or assignments as assigned.

PERIPHERAL DUTIES

- Collect and dispose of litter and debris from golf course, buildings, and restrooms.
- During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.
- Opens and closes, locks, and unlocks facilities as needed.
- May perform a variety of additional duties as assigned by maintenance superintendent.

DESIRED MINIMUM QUALIFICATIONS
Education and Experience:

(A) High School diploma or General Equivalency Diploma (GED)
(B) 6 months experience in golf course maintenance
(C) Or equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Necessary knowledge, Skills and Abilities:

- Knowledge of City Safety Procedures
- Knowledge of safety methods and procedures in equipment operation
- Knowledge of or experience with grounds maintenance equipment and irrigation systems
- Skill in operating smaller golf course equipment such as greens mowers, tee mowers and rough mowers.
- Ability to work in a team environment.
- Ability to effectively communicate both verbally and in writing.
- Ability to prioritize and work in an organized manner.
- Ability to work independently of the supervisor.
- Ability to work overtime, weekends and holidays as necessary.

SPECIAL REQUIREMENTS

Employees primarily work daytime hours. However, occasionally must work evening, holiday and weekend hours.
Employees must possess a valid Texas driver's license.

TOOLS AND EQUIPMENT USED

Riding mowers, push mowers, string trimmers, edgers, blowers, chainsaws, shovels, rakes, power tools, hand tools, maintenance carts, etc

PHYSICAL DEMANDS

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 essential functions.
While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.
While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The employee regularly works in extreme heat and direct sunlight for extended periods of time.
The noise level in the work environment is usually loud to moderately loud.
The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

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

Approval: ____________________ Approval: ____________________

Effective Date: _________________ Revision History: ____________________