



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
GOLF COURSE SUPERINTENDENT
(GOLF COURSE)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the oversight and management of the golf course. Reports to the Parks Administrator.

ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and administration of the golf course including budget preparation and monitoring, purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Oversees, inspects, and monitors the landscaping and turf for pesticide and herbicide activities to ensure proper application of appropriate pesticides; coordinates the planning of and application of fertilizer, grass seed, pesticides or herbicides, liquid and dry formulations and adjutants. Oversees irrigation applications and repairs, golf course equipment repairs, projects, activities, tournaments, and related actions.

Coordinates, develops, and recommends long-range plans pertaining to the management and maintenance of the golf course; develops and recommends policies and procedures; recommends internal branch organization; and establishes and implements management systems to effectively meet operating goals and objectives.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Golf Course Maintenance - Comprehensive knowledge of the practices and techniques, tools, methods, practices, procedures and materials related to grounds maintenance, landscaping, and vegetation control. Through knowledge of common plants and materials, planting techniques, and weed control chemicals, materials, and techniques.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, and other work related precautions.

- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Strategic Planning – Knowledge of strategic planning principles and theories to ensure competitive advantage and efficiency.
- Supervision – Considerable knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.
- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluates complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Financial Management – Ability to perform arithmetic and statistical applications to perform financial transactions. Ability to employ accounting principles and practices in the analysis and reporting of financial data.
- Communication – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports. Ability to handle a variety of issues with tact, diplomacy and in a confidential manner.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Agronomy, Turfgrass Management or a related field and 5-7 years of related experience including 3-5 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check, sex offender registry check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.

- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENT

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature and weather extremes, hazardous materials, traffic hazards or toxic agents.