

The Maryland-National Capital Park and Planning Commission

TITLE: Golf Course Maintenance Supervisor I GRADE: G CODE: 5620
SERIES: Building/Grounds Maintenance DATE: 1/13/88
Supervisory

Class Definition

Under direction, supervises grounds maintenance crews at one golf course. Performs specialized horticultural work, involving moderate responsibility, complexity and variety, to provide landscaping and maintenance for tees, greens, airways, sand traps and other golf course grounds. Performs other related duties as required.

Examples of Important Duties

1. Plans projects. Inspects golf course to see what horticultural or landscaping work needs to be done to maintain course at playing standards or what specialized turf maintenance is needed due to golf course standards and the high volume of golfers on a public course. Recommends major projects to supervisor. Initiates routine projects. Estimates staff, materials, equipment, supplies and other resources needed.
2. Supervises staff. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Issues tools and equipment. Keeps records of supplies and materials used. Writes reports (e.g., accidents, injuries, equipment damage).
3. Manages budget. Prepares annual budget request for units. Controls expenditures in accordance with approved budget. Obtain bids and price quotes. Writes purchase orders (e.g., large orders of fertilizers and pesticides).
4. Monitors contractors. Prepares RFP's and bid specifications for horticultural and landscaping work. Evaluates bids. Inspects work of contractors. Approves payment.
5. Landscapes golf course. Leads crews to build tees, greens, sand traps, retaining walls, paths and other features of course. Operates backhoe, front end loader, dump truck, and other medium equipment. Inspects work.
6. Maintains golf course. Leads crews to mow, water, fertilize, and repair grass on tees, greens, and fairways. Changes placement of cups on greens on daily basis. Operates tractors, large riding mowers and other equipment. Designs,

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Examples of Important Duties (Continued)

installs and operates irrigation system to water course. Mixes and sprays chemicals to cure particular turf diseases or eliminate particular weeds and insects.

7. Maintains buildings. Leads crews to provide routine maintenance and repair of buildings at golf course (e.g., painting, rough carpentry).
8. Maintains equipment. Leads crews to provide routine maintenance and repair of mowers, tractors, vehicles, pumps, and other equipment.
9. Conducts research. Reviews technical literature, meets with vendors, and exchanges information with other golf courses to identify new programs, methods, equipment and supplies which might improve maintenance of golf course.
10. Keeps records. Maintains records of expenditures, time cards, inventory, pesticide use, accidents and injuries. Writes periodic reports.

Important Worker Characteristics

- A. Knowledge of (1) agronomy; (2) Commission activities;* (3) Commission organization;* (4) Commission policies and procedures;* (5) equal employment opportunity; (6) First Aid; (7) golf course standards; (8) horticulture; (9) landscaping; (10) Merit System regulations;* (11) pesticides; (12) safety; (13) supervision.
- B. Skill in operation of (1) backhoe; (2) front end loader; (3) hand tools; (4) large riding mower; (5) truck; (6) power tools; (7) tractor.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals and percentages; (3) read and/or write technical reports and correspondence; (4) write routine reports and correspondence; (5) organize work efficiently; (6) provide courteous service.

* Developed primarily after employment in this job class.

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Minimum Qualifications

1. High School graduation or GED and college level courses in horticulture, agronomy, or related subjects; or North American Certificate in Horticulture; or two years of progressively responsible horticultural experience; and four years experience which included two years of golf course maintenance experience and two years of golf course maintenance experience at the lead level; or
2. An equivalent combination of education and experience.
3. Valid Class B, valid Maryland driver's license or the ability to acquire one.
4. State pesticide certification.

Working Conditions

Primarily works outside. Works occasional weekends, evenings and holidays. On-call 24 hours. Exposed to weather, dirt and toxic chemicals.