

The Maryland-National Capital Park and Planning Commission

TITLE:	Golf Course Maintenance Supervisor II	GRADE: H	CODE: 5621
SERIES:	Buildings/Grounds Maintenance Supervisory	DATE: 01/13/88 REV: 05/30/90 REV: 7/23/96	FLSA: Exempt

Class Definition

Under direction, supervises and directs the landscaping and maintenance of at least one 18 hole golf course or multiple courses in one county. Performs specialized horticultural and golf course maintenance work involving considerable responsibility, complexity, and variety. Designs golf courses. Plans, develops, and implements comprehensive maintenance programs for tees, greens, fairways, sand traps, and other golf course grounds. Performs other related duties as assigned.

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. Estimates staff, materials, equipment, supplies, and other resources needed. Obtains permits. Coordinates activities with other Commission units.
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.
3. Manages budget. Prepares annual budget request for maintenance unit at golf course. Controls expenditures in accordance with approved budget. Obtains bids and price quotes. Writes purchase orders (e.g., large orders of fertilizer and pesticides).
4. Monitors contractors. Prepares RFPs and bid specifications for horticultural and landscaping work. Evaluates bids. Inspects work of contractors. Approves payment.
5. Landscapes golf course. May be designated staff representative to work with architects to design new golf courses or re-design existing courses. Supervises crews to build tees, greens, sand traps, retaining walls, fences, paths, and other features of course. Inspects work.
6. Maintains golf course. Supervises crews to mow, water, fertilize, and repair grass on tees, greens, and fairways. Designs irrigation systems to water courses. Selects the type of pesticides to be used to cure particular turf diseases or eliminate particular weeds and insects. Responsible for safety of the work force and the public.
7. Conducts research. Reviews technical literature, meets with vendors, conducts horticultural research, and exchanges information with other golf courses to identify new programs, methods, equipment, and supplies which might improve maintenance of golf course.
8. Coordinates externally. Meets with golfers, citizens, and community groups to discuss golf course design, landscaping, and maintenance. Explains Commission policy. Works with maintenance crews to resolve complaints.
9. Keeps records. Maintains records of expenditures, time cards, inventory, pesticide use, accidents, and injuries. Writes periodic reports.

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Important Worker Characteristics

- A. Considerable 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; (14) U.S. Golf Association rules; (15) the operation of grounds/turf maintenance equipment.
- B. Skill in operation of (1) auto; (2) calculator.
- C. Ability to (1) solve complex problems involving many variables; (2) calculate fractions, decimals, and percentages; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) speak clearly and audibly; (7) organize work efficiently; (8) provide courteous service.

*Developed primarily after employment in this job class.

Minimum Qualifications

- 1. Bachelor's degree in horticulture, agronomy, or related subjects; or four years of progressively responsible horticultural experience; and two years of horticultural experience; or North American diploma in horticulture and four years of supervisory experience in golf course maintenance.
- 2. An equivalent combination of education and experience.
- 3. Valid driver's license or the ability to acquire one.
- 4. State pesticide certification.

Working Conditions

Works inside and outside. On-call 24-hours. Exposed to weather, dirt, and toxic chemicals. Stress is experienced during extreme weather conditions (heat and humidity) when turf must be maintained for playable conditions.