

**MAJOR FUNCTION**

This is supervisory work directing the maintenance activities of a nine-hole municipal golf course or assisting in directing the maintenance activities at an 18-hole golf course. Work includes the preparation and participation in the maintenance, repair, renovation, construction, and care of the grounds and equipment utilized at one of the municipal golf courses. Work is performed under general instructions of the Supervisor-Golf Course Maintenance. Work is reviewed through inspections and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Lays out and directs the construction of greens, tees, and fairways. Supervises the mowing, watering, and maintenance of trees, greens, fairways and related areas. Maintains records. Prepares or assists in preparation of annual budget and work program priorities. Prepares periodic schedules of maintenance activities, prepares reports and attends meetings. Supervises the planting, fertilizing and maintenance of turf. Supervises the planting, pruning and care of plants, shrubs, and trees. Maintains and makes minor repairs on golf course equipment. Recommends the selection, advancement, grievance resolution, discipline and discharge of supervised staff. Provides input and recommendations for performance evaluations. Performs related work as required.

**Other Important Duties**

Ensures that expenditures are made within the approved budget. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles and practices of horticulture, grounds keeping, chemicals and greens keeping. Knowledge of the construction and maintenance of golf course tees, fairways and greens. Knowledge of the production and maintenance of the types of turf used on golf courses. Knowledge of the characteristics and proper uses of various fertilizers, soil conditioners, herbicides, pest control methods and materials, drainage control methods and watering and irrigation systems including wells, pumps, and automatic controls. Knowledge of occupational hazards and safety precautions required of the work. Ability to plan, organize, assign, direct and inspect the work of subordinates. Ability to communicate effectively and maintain work records and prepare reports. Ability to estimate time and materials for work projects. Skill in the use of microcomputers and some associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and three years of experience that includes golf course maintenance activities; or an equivalent combination of training and experience. Training in agronomy, horticultural operations, golf course maintenance or a related area may be substituted for the required experience.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at time of appointment.

Must obtain a Florida Commercial Restricted Use Pesticide license within 60 days of appointment.

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