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SPHM
HOSPITALITY

GOLF COURSE MAINTAINANCE



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Series 600

Golf Course Maintenance



Job Descriptions

JD-601

A. Position. Golf Course Superintendent

B. Essential Function. Maintains golf course and related golf equipment.

C. Duties and Responsibilities

1. Maintains all grounds related to the golf course.
2. Maintains course maintenance equipment.
3. Schedules personnel assigned to department.
4. Trains personnel assigned to department.
5. Supervises personnel assigned to department.
6. Evaluates personnel assigned to department.
7. Supervises all planting, fertilizing, and care of turf, plants, shrubs, trees, and other facilities on golf course.
8. Supervises operations of and personnel in equipment repair shop.
9. Records all work activities of personnel in the department.
10. Records all maintenance on course.
11. Prepares annual budget for department.
12. Selects and prepares proper fertilizers and nutrients for all flora and fauna.
13. Develops and maintains drainage, irrigation, and watering systems.
14. Maintains course in proper playing condition.
15. Provides necessary input for all required personnel records.
16. Implements and enforces comprehensive safety program for employees, members, and guests on course in compliance with local, state, and federal laws.
17. Maintains accurate work records for all personnel in the department.

D. Reports To. General Manager



Job Descriptions

- E. Supervises. Assistant Golf Course Superintendent, Spray Technician, Irrigation Specialist, Equipment Operator; Equipment Mechanic; Golf Course Technicians
- F. This position is exempt from overtime.



Job Descriptions

JD-602

- A. Position. Assistant Golf Course Superintendent
- B. Essential Function. Maintains golf course and supervises maintenance personnel on a daily basis.
- C. Duties and Responsibilities
1. Schedules personnel in an efficient productive manner.
 2. Trains personnel assigned to department.
 3. Maintains payroll records for personnel.
 4. Supervises personnel in ongoing course maintenance activities.
 5. Records all work activities of personnel in the department.
 6. Supervises all planting, fertilizing and care of turf, plants, shrubs, trees, and other areas of golf course.
 7. Records all maintenance on golf course.
 8. Provides support and ideas for Superintendent on general maintenance projects and annual budget.
 9. Develops and maintains drainage, irrigation, and watering systems.
 10. Provides necessary input for all required personnel records.
 11. Communicates frequently with Superintendent to ensure goals, methods, and projects are of the same concern and priority.
- D. Reports To. Golf Course Superintendent
- E. Supervises. Golf course maintenance personnel.
- F. This position is exempt from overtime.



Job Descriptions

JD-603

- A. Position. Second Assistant Golf Course Superintendent
- B. Essential Function. Maintains golf course and supervises maintenance personnel on a daily basis.
- C. Duties and Responsibilities
1. Schedules personnel in an efficient and productive manner.
 2. Trains personnel assigned to department.
 3. Supervises personnel in ongoing course maintenance activities.
 4. Keeps journal on all course activities on a daily basis.
 5. Supervises all planting, fertilizing and care of turf, plants, shrubs, trees, and other areas of golf course.
 6. Supervises all special projects on golf course (drainage, rock work, etc.).
 7. Provides support and ideas for superintendent on general maintenance projects and annual budget.
 8. Develops and maintains drainage, irrigation and water systems.
 9. Provides necessary input for all required personnel records.
 10. Communicates frequently with superintendent or 1st assistant superintendent to ensure goals, methods and projects are of the same concern on property.
- D. Reports To. Golf Course Superintendent or Assistant.
- E. Supervises. Supervisory duties include golf course maintenance personnel.
- F. This position is subject to overtime.



Job Descriptions

JD-604

- A. Position. Spray Technician
- B. Essential Function. Appropriately applies pesticides, herbicides, and fertilizers associated with grounds and golf course maintenance.
- C. Duties and Responsibilities
1. Inspects turf, shrubs, lakes, and other outdoor club areas to determine pesticide, herbicide, and fertilizer needs.
 2. Applies pesticide, herbicide, and fertilizer at appropriate times to maintain excellent condition of grounds and golf course.
 3. Maintains inventory of products.
 5. Performs preventive maintenance on all equipment.
 6. Keeps accurate records on pesticide and fertilizer application.
 7. Attains and maintains Certified Applicator license, as required.
 8. Maintains safety records (i.e., MSDS sheets).
 9. Trains staff as needed.
 10. Helps with golf course maintenance when needed.
- D. Reports To. Golf Course Superintendent or Assistant.
- E. Supervises. No supervisory duties are included in this position.
- F. This position is subject to overtime.



Job Descriptions

JD-605

- A. Position. Irrigation Technician
- B. Essential Function. Maintains proper irrigation on all grounds.
- C. Duties and Responsibilities
 - 1. Maintains mechanical and electrical components of complex irrigation system.
 - 2. Repairs equipment associated with irrigation.
 - 3. Performs preventive maintenance on all equipment associated with irrigation.
 - 4. Maintains complete records on all equipment associated with irrigation.
 - 5. Trains and supervises staff assigned to irrigation responsibilities.
 - 6. Controls expenses associated with irrigation responsibilities.
 - 7. Maintains inventory of parts needed for irrigation equipment.
 - 8. Irrigates all grounds as needed.
 - 9. Performs periodic checks on entire irrigation system
 - 10. Helps with golf course maintenance as necessary.
- D. Reports To. Golf Course Superintendent or Assistant.
- E. Supervises. Periodic supervision of staff assigned irrigation duties.
- F. This position is subject to overtime.



Job Descriptions

JD-606

- A. Position. Golf Course Technician
- B. Essential Function. Operates and cares for golf course maintenance equipment; cares for all grounds and improvements needed to better the condition of the golf course.
- C. Duties and Responsibilities
1. Safely operates equipment, such as mowers, blowers, chainsaws, and other machinery related to golf course maintenance.
 2. Maintains maintenance and fluid use logs (gas and diesel).
 3. Cleans machinery after each use.
 4. Inspects machinery before, during, and after each use.
 5. Reports all machinery problems to mechanic and/or supervisor.
 6. Makes necessary adjustments to equipment to ensure proper mowing
 7. Loads and unloads materials.
 8. Trims trees and removes cuttings.
 9. Collects and empties litter cans.
 10. Cleans gutters, drains, and culverts.
 11. Waters plants
 12. Cuts grass, weeds and bushes.
 13. Rakes leaves and maintains mulch beds (raking, edging, mulching).
 14. Maintains golf course sand bunkers.
 15. Understands and executes detailed directions.
- D. Reports To. Golf Course Superintendent or Assistant
- E. Supervises. No supervisory duties are included in this position.



Job Descriptions

F. This position is subject to overtime.



Job Descriptions

JD-607

- A. Position. Equipment Operator
- B. Essential Function. Operates and cares for golf course maintenance equipment; cares for all grounds and improvements needed to better the condition of the golf course.
- C. Duties and Responsibilities
1. Safely operates equipment, such as mowers, blowers, chainsaws, and other machinery related to golf course maintenance.
 2. Maintains maintenance and fluid use logs (gas and diesel).
 3. Cleans machinery after each use.
 4. Inspects machinery before, during, and after each use.
 5. Reports all machinery problems to mechanic and/or supervisor.
 6. Makes necessary adjustments to equipment to ensure proper mowing
 7. Loads and unloads materials.
 8. Trims trees and removes cuttings.
 9. Collects and empties litter cans.
 10. Cleans gutters, drains, and culverts.
 11. Waters plants
 12. Cuts grass, weeds and bushes.
 13. Rakes leaves and maintains mulch beds (raking, edging, mulching).
 14. Maintains golf course sand bunkers.
 15. Understands and executes detailed directions.
- D. Reports To. Golf Course Superintendent or Assistant
- E. Supervises. No supervisory duties are included in this position.



Job Descriptions

F. This position is subject to overtime.



Job Descriptions

JD-608

- A. Position. Equipment Mechanic
- B. Essential Function. Maintains and repairs all equipment associated with golf course maintenance department.
- C. Duties and Responsibilities
 - 1. Lubricates and services all golf course equipment.
 - 2. Inspects equipment for operating deficiencies.
 - 3. Repairs and adjusts equipment.
 - 4. Maintains repair records on all equipment.
 - 5. Trains maintenance staff about proper equipment maintenance methods.
 - 6. Trains operators in care of new equipment.
 - 7. Performs general overhaul and other preventative maintenance on all equipment.
 - 8. Maintains shop area in a clean and organized manner at all times.
 - 9. Helps with golf course maintenance as necessary.
- D. Reports to. Golf Course Superintendent
- E. Supervises. No supervisory duties are included in this position.
- F. This position is subject to overtime.



Job Descriptions

JD-609

- A. Position. Horticulturist
- B. Essential Function. Designs, plants, and maintains all ornamental plants and trees on golf course and grounds.
- C. Duties and Responsibilities
1. Performs all pesticide applications, fertilizer applications, pruning, planting, and maintaining all ornamental plants, beds, and trees.
 2. Work within budget on maintaining and adding plants on golf course and grounds.
 3. Provide information and ideas to the Superintendent to improve golf course and grounds appearance.
 4. Communicate with the Superintendent on plants that work in our region and work in a golf course setting.
 5. Safely operates equipment, such as mowers, blowers, chain saws, and other machinery related to ornamental plant maintenance, tree maintenance, and golf course maintenance.
 6. Cleans machinery after each use.
 7. Inspects machinery before, during, and after each use.
 8. Reports all machinery problems to mechanic and/or supervisor.
 9. Makes necessary adjustments to equipment to ensure proper mowing, sawing, or pruning.
 10. Helps with golf course maintenance as necessary.
 11. Maintains pesticide records and fertilizer records.
 12. Trains and supervises staff assigned to horticultural duties.
- D. Reports To. Golf Course Superintendent or Assistant.
- E. Supervises. Periodic supervision of staff assigned to horticultural duties.
- F. This position is subject to overtime.



Job Descriptions

JD-610

- A. Position. Foreman
- B. Essential Function. Oversees daily course maintenance
- C. Duties and Responsibilities
 - 1. Oversees and performs on-going course maintenance activities.
 - 2. Conducts minor repair on equipment.
 - 3. Operates and maintains equipment.
 - 4. Trains personnel in on-going course maintenance activities.
 - 5. Supervises crew on weekend program.
 - 6. Provides supervisory support to Assistant Superintendent on daily course activities.
- D. Reports To. Golf Course Superintendent
- E. Supervises. No supervisory duties included in this position
- F. This position is subject to overtime.



Job Descriptions

JD-611

- A. Position. Equipment Manager
- B. Essential Function. Maintains and repairs all equipment associated with golf course maintenance department.
- C. Duties and Responsibilities
1. Lubricates and services all golf course equipment.
 2. Inspects equipment for operating deficiencies.
 3. Repairs and adjusts equipment.
 4. Maintains repair records on all equipment.
 5. Trains maintenance staff about proper equipment maintenance methods.
 6. Trains operators in care of new equipment.
 7. Performs general overhaul and other preventive maintenance on all equipment.
 8. Maintains shop area in a clean and organized manner at all times.
 9. Hires trains, and supervises golf course mechanic.
 10. Performs annual review with Superintendent for golf course mechanic.
 11. Oversees winter equipment detailing crew.
 12. Supervises crew on weekend program.
 13. Coordinates with local and regional vendors to acquire parts and items needed for maintenance, repair, and warranty issues.
 14. Monitors monthly line items in annual budget for equipment maintenance and repair, fuel, oil, and lubricants. Must be computer-literate.
 15. Monitors and/or maintains fuel usage, recycled wash pad, waste removal, parking lot, and deliveries.
 16. Provides support to assistant superintendent for safety meetings, first aid procedures, and fire protection.



Job Descriptions

- 17. Provides preventive maintenance on designated golf carts.
- 18. Helps with golf course maintenance as necessary.
- D. Reports to. Golf Course Superintendent
- E. Supervises. Supervises golf course mechanic.
- F. This position is exempt from overtime.