

**City of Monett**  
**POSITION DESCRIPTION**

Mongolfjob2

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**JOB TITLE:** Golf Course Superintendent

**DEPARTMENT:** Golf

**SALARY RANGE:** Payroll – Level 8

**IMMEDIATE SUPERVISOR:** City Council

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**ESSENTIAL FUNCTIONS**

I. Operations and Maintenance Related Activities 60% of Time

- A. Oversees and maintains the golf facilities, restrooms, and landscaping and other infrastructure assuring for a safe, clean, and enjoyable environment as well as the best public relations for the City.
- B. Plans, seeks approval, and implements special events that enhance revenues and contribute to the quality of life for users.
- C. Coordinates the set up, break down, and clean up of all events and special projects.
- D. Conducts routine inspections of all facilities and equipment assuring that they are in working order, safe, and assessable.
- E. Conducts strategic and operational planning and communicates upward assuring that the Golf Division is progressive. Encourages participation from staff. Develops ideas for innovation.
- H. Deals with the public and makes presentations as requested in a professional, courteous manner.

II. Miscellaneous Activities 10% of Time

- A. Maintains an awareness of the supplies, tools and equipment needed to operate on a routine basis. Assists with ordering and maintains an inventory of supplies and equipment.

- B. Supervises and assures preventative and corrective maintenance on all equipment assuring for continuing availability of the equipment and for safety.

III. Supervisory Activities 30% of Time

- A. Provides direct and indirect supervision including coaching and judging of personnel assuring for professionalism. Acts as a role model. Sets personal and other's schedule so as to provide continuous coverage.
- B. Provides training or makes arrangements for staff training and as needed assuring for professional development and for safety.
- C. As needed, provides coverage for those who are off duty assuring continuity of job operation.
- D. Provides leadership and positive corrective action, as needed assuring that employees know what is expected of them and the consequences of their performance in accordance with policies.
- E. In concert with the Finance Director, develops budget for Department. Implements budget and provides information as requested.
- F. Schedules work assignments assuring that all required maintenance and other projects and activities are completed in a safe and timely manner.
- G. On occasion assists with grant writing. Cooperates and collaborates with outside agencies on projects.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor, subject to reasonable accommodations

## **WORK ENVIRONMENT**

- ◆ Above-Average accessibility of all work sites required for the position.
- ◆ Average exposure to cramped spaces.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Above-Average amount of overtime/extended work hours required.
- ◆ Above-Average exposure to all types of weather.

## **PHYSICAL EFFORT**

- ◆ Above-Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above-Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 70 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed high school diploma or equivalent.
- ◆ Valid Driver's licence.
- ◆ Experience and proficiency with grounds assessment, painting, carpentry, plumbing, electrical.
- ◆ 3 or more years supervisory experience.
- ◆ 5 or more years experience in grounds and facilities maintenance.

## **MENTAL EFFORT**

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

## **COMMUNICATION**

- ◆ Above Average verbal communication.
- ◆ Above Average written communication.
- ◆ Above Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.
- ◆ Normal sense of taste.