

CITY OF CHATTANOOGA
Classification Specification Title: Superintendent Golf Course

Department: Parks & Outdoors

Pay Grade: GS.10

Supervision Received From: Manager Golf Courses

FLSA Status: Exempt

**Supervisory Responsibility For: Golf Asst, Crew Worker 1,
Crew Worker 2, Equipment Mechanic 2**

Established: 11/14/96

**Revision Dates: 4/4/25;
3/13/25; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for the maintenance, operation and management of a City Golf Course. Duties include: supervising, directing, scheduling, and evaluating staff; directing day to day maintenance of the course; purchasing equipment, parts, supplies, and tools; assisting with preparing the course maintenance budget and tracking expenditures; planning course maintenance assignments around special events; and planning special maintenance projects. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Golf Course Superintendent is the second level of a two-level golf course management series. The Golf Course Superintendent is distinguished from the Manager, Golf Courses, which is responsible for directing the operations and maintenance activities of the golf course.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises golf course maintenance and staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Manages the day-to-day activities and operations associated with golf course maintenance, which includes: planning and coordinating projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Participates in forecasting, preparing, and administering division budget, including capital improvement budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; and, manages financial operations.

Monitors inventory of tools, parts, equipment, and supplies; determines the need for new tools and equipment; receives and approves purchase requests; and initiates and/or approves orders for new/replacement items.

Supervises and participates in the preparation and evaluation of specifications, scopes of work, and requests for proposals for new vehicles, equipment, and services; negotiates related contracts.

Participates in scheduling and coordinating daily maintenance activities, including mowing, landscaping, chemical applications, irrigation systems operations and maintenance, course set up, and bunker maintenance; monitors status of work in progress and inspects completed work; and assists with complex/problem situations and provides technical expertise.

Manages special projects, which includes: greens and course aerification; bunker construction and renovation; subsurface drainage; new greens construction; tee box construction; signage; irrigation system repairs and modifications; landscape additions and improvements; and/or, other applicable projects.

Identifies, documents, and plans the control of diseases, noxious weeds, and insect problems; applies a variety of chemicals, such as herbicides, fungicides, insecticides, fertilizers, soil conditions, wetting agents, and growth regulators.

Operates, repairs, and plans modifications to applicable irrigation systems and pump stations.

Provides customer service functions; responds to complaints and questions related to activities or operations; researches problems and initiates problem resolution; provides information regarding Municipal Golf facilities, services, merchandise, reservations, policies, procedures, fees, or other issues.

Monitors and maintains inventory of department equipment, tools, and supplies; initiates orders for new/replacement items.

Prepares or completes various forms, reports, correspondence, statements, proposals work schedules, inventory reports, purchase vouchers, expense reports, accident reports, performance appraisals, employee counseling forms, employee records, policies, procedures, spreadsheets, diagrams, or other documents; reviews, completes, processes, forwards or retains as appropriate.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Represents the City and/or the Division at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive, and/or convey information.

Maintains computer database of service requests, work orders, and work histories.

Compiles and monitors operational, administrative, and statistical data related to golf course maintenance operations; prepares related reports, charts, graphs, procedures, and documentation; and, analyzes data, and identifies trends.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any location within the department.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Four plus (4+) years of any combination of relevant education, training, or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Vocational or Technical Degree in Agronomy, Horticulture, Turf Grass Management, or related field. Examples of relevant experience include progressively responsible golf course maintenance experience, to include providing direct supervision to staff.

LICENSING AND CERTIFICATIONS:

Tennessee Pesticide Applicator License, Category 03 required or must possess within 60 days of hire.

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; horticulture principles; agronomy principles; turf management principles; golf course maintenance principles, practices, and techniques; irrigation systems; plant pathology principles; entomology principles; budgeting principles; inventory maintenance principles; basic mechanical principles; and, customer service principles. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and monitoring budgets; planning and supervising golf course maintenance activities; operating, repairing, and planning irrigation system and pump station modifications; monitoring and maintaining inventory; planning and coordinating special events; scheduling and coordinating daily golf course maintenance activities; identifying, documenting, and planning the control of diseases, noxious weeds, and insect problems; mixing and applying a variety of chemicals to grounds; calibrating and adjusting equipment; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up-to 20 pounds of force frequently, and/or up-to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, dusts, chemicals, and extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.