

**City of Fort Scott**  
**Job Description**

Job Title: Superintendent  
Department: Golf Course  
Reports to: Finance Director  
Salary Schedule: Salary, Exempt

**POSITION SUMMARY:**

This position performs a variety of semi skilled and skilled maintenance and improvement work at the golf course. The Superintendent oversees all aspects of the maintenance and repair activities at the golf course including pesticide and fertilizer applications, inspection and maintenance of turf quality, equipment maintenance and supervision of staff personnel. Responsible for annual budgeting and exercising budget authority within prescribed parameters. The employee should possess a strong mechanical aptitude as well as effective communication, technical, mathematical, supervisory and public relation skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the maintenance and repair of assigned buildings, grounds and equipment.
- Develops projects for various course improvements, plans and studies.
- Issues written and oral instructions.
- Assigns duties and examines work for compliance to policies, rules and regulations as well as procedures.
- Supervises and assists with grounds keeping duties of golf course fairways, rough, greens, tee area and open spaces including watering, mowing and spraying.
- Fields questions, concerns, and complaints related to course maintenance.
- Responsible for horticultural maintenance via chemical application, and operating procedures within limits of departmental policies and procedures.
- Responsible for the installation and maintenance of irrigation system and operation of associated golf course management software.
- Schedules for and applies seed, fertilizer, top dressing, soil conditioning, watering as well as pest and weed control.
- Supervises, evaluates, disciplines and instructs subordinate personnel, helps resolve personnel grievances and issues.
- Operates department equipment including mowers, tractors, carts and tools.
- Works closely with the Pro Shop Manager.
- Troubleshoots, repairs and schedules maintenance of golf course facilities and equipment.
- Repairs or services water pumps, sprinkler heads and related equipment.
- Trains new grounds maintenance employees.
- Performs other duties as deemed necessary or assigned.

**EDUCATION/EXPERIENCE:**

Must be at least 18 years of age.

High School Diploma or G.E.D. required.

A technical school or college degree in Turf Management is preferred.

One to three years of similar or related experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of turf management, plant and weed identification, mechanics and a working knowledge of mathematics is required.

Ability to operate equipment including mowers, utility trucks, sprayers, department vehicles, computers, tractors, chain saws, weed eaters, hand tools other types of departmental equipment.

Able to communicate effectively both verbally and in writing.

Works well with others and the public.

Should possess a mechanical aptitude, effective public relations, supervisory, technical and organizational, oral and written communication skills.

Capable of frequent problem solving encountered in various situations. Problems such as personnel matters, citizen concerns and attaining goals pertaining to the capital improvement plan as well as issues related to functions of the golf course may be encountered daily.

Ability to make decisions involving personnel issues, prioritizing assignments and performing daily duties in a safe and efficient manner.

Capable of using hand tools and equipment required for the job responsibilities.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid Kansas driver's license.

Must acquire a Commercial Applicators License with proper endorsements within one year of date of hire.

**PHYSICAL DEMANDS**

Manual labor including lifting and carrying heavy objects, bending, kneeling, sitting and climbing is required daily to fulfill the duties of this position.

Some adverse working conditions exist with this position. Exposure to hazardous chemicals, heavy machinery, and excessive noise in all types of weather conditions can be expected.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, push, pull, carry, see, hear, speak, crawl, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 75 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **WORK ENVIRONMENT**

Most work will be performed outdoors in various types of conditions.

The job is performed primarily during the daytime hours but must be available for special situations and times.

Exposure to hazardous chemicals, department equipment and excessive noise is expected.