

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Superintendent- Golf Green</b>	Department:	Parks & Recreation
Requisition Number:	2025126		
Hours:	40 hours per week, varies	Rate of Pay:	\$66,974.64-\$80,368.92 Annually
Date Posted Up:	1/28/2025	Date Posted Down:	Until Filled
Time Up:	11:00 am	Time Down:	

**SUMMARY**

Working under the direction of the Manager – Aquatics/Athletics/ Community Events, incumbent maintains municipal golf facilities, including four golf courses, two driving ranges and electric cart fleet and equipment and supervises golf maintenance staff. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**PLANNING/IMPLEMENTATION**

- Evaluates grounds and prepares chemicals and fertilizer plan;
- Provides a written annual plan for course maintenance;
- Prepares and maintains daily, monthly, and annual reports and records as assigned.

**INFORMATION/COMMUNICATION**

- Trains staff and maintain training records on proper equipment operations;
- Coordinates activities with Manager – Golf Programs and staff always maintaining good public relations;
- Communicates course conditions with Manager – Golf Programs frequently;
- Consults with Manager – Golf Programs about upcoming events on a weekly basis;
- Takes recommendations from Manager – Aquatics/Athletics/Community Events about regular course maintenance and implements as directed from supervisor;
- Coordinates with Manager – Aquatics/Athletics/Community Events on annual maintenance plans as it relates to course conditions, proposed changes in course layouts, chemical application plans, seed mixes, fertilizer applications;
- Maintains an operation manual as it relates to golf maintenance operations that include but not limited to preventative equipment maintenance schedules, equipment training, annual plans application of chemical, grass seed and fertilizer;
- Maintains harmonious working relationships with golf course staff, volunteers and other Fort Wayne Parks and Recreation staff;

**MANAGEMENT/OPERATIONS**

- Supervises staff in determining the need for irrigation, seeding rates, fertilization rates, sod cutting, cutting turf grass on fairways, tees, greens and roughs;

- Ensures staff provides for the proper care and cultivation of shrubs, trees, and flowers; pruning, trimming and spraying. Including the application of pesticides, fertilizer, fungicides, and insecticides to treat the course;
- Supervises maintenance staff and assigns daily duties;
- Operates equipment as needed;
- Prepares all purchase information on chemicals, fertilizers and new equipment;
- Provides recommendations for equipment repair and replacement to supervisor;
- Coordinates with Manager – Golf Programs in a timely manner about weather conditions that may negatively impact course conditions;
- Manages grounds appearance and aesthetic appeal;

### **PREVENTATIVE MAINTENANCE**

- Manages all chemical spraying applications and practices, irrigation systems, and reel grinding operations;
- Manages maintenance and repairs of equipment;
- Assures that tools and equipment are properly maintained and kept in proper working condition;

### **MARGINAL FUNCTIONS**

Performs other duties as assigned.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

Manages up to three subordinate supervisors and a staff of 28 employees. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in agronomy, plant science or horticulture plus two years of turf grass management which must have been in a supervisory or leadership capacity, or equivalent combination of education, training and/or experience;
- Two years as Assistant Golf Superintendent or equivalent;
- Schooling or experience in disease and recognition, equipment repair, irrigation repair, grinding and sharpening of mower reels.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Considerable knowledge in methods, equipment and materials used in maintaining a golf course and fertilizer application;

- Extensive knowledge of soils and turfs;
- Knowledge of landscaping and horticulture as applied to golf course maintenance;
- Ability to repair mechanical equipment;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Ability to maintain records and reports;
- Deemed physically fit to wear a respirator;
- Reel grinding.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Working knowledge of mathematical skills in order to calibrate spray equipment and spreaders.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;
- Commercial Pesticide Applicator License, Category 3B;
- Deemed physically fit to wear respiratory device.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; stoop, kneel, and crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Wears respiratory devices.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

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