



The City Beautiful

City of Coral Gables Job Description

Job Title: Golf Course and Park Maintenance Assistant Superintendent
Prepared Date: 09/15
Department: Community Recreation
Classification: 2310
Pay grade: 24E
Approved By: CM/HR 

Summary

Performs a variety of administrative, supervisory, technical and semi-skilled tasks in the maintenance and operation of golf courses, buildings, grounds, parks, open spaces, and recreation structures. Assists in supervising support staff which may include: maintenance staff, contractors, community service workers, and temporary employees as required. Exercises considerable initiative and independent judgment under the supervision of the Golf Course and Parks Superintendent.

Essential Duties and Responsibilities

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Assists in Determining work procedures, preparing work schedules, and expediting work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Provides advice to Superintendent.

Assists in assuring that assigned areas of responsibility are performed within budget; performs cost control activities; assist is assuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.

Assist in inspecting grounds, park and open space services provided by contractors or vendors for compliance with performance standards.

Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.

Assists in the mowing and maintenance of golf courses, as well as park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; oversees and assists

in the operation and maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.

Assists in Developing golf course maintenance and operating procedures and methods within limits of departmental policies and procedures. Assists in inspecting golf course maintenance and business operations provided by contractors or vendors for compliance with performance standards.

Assists in the planting, seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's golf courses, parks and open spaces. Assists in detecting and determining remedies for plant diseases and insect infections.

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other equipment as needed.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use. Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

Performs some or all of the duties of a Parks Crew Leader as required.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of equipment, materials and supplies used in golf course, building and grounds maintenance; knowledge of the methods, practices, tools and equipment used in developing and maintaining greens, trees, fairways, and other grounds, parks golf courses and open spaces; working knowledge of equipment and supplies used to do minor repairs; knowledge of turf diseases and the chemicals used to control them. Knowledge of the use proper use of pesticides. Knowledge of playground safety standards and guidelines. Knowledge of golf rules and etiquette; knowledge of the operation and maintenance or irrigation system; working knowledge of first aid and applicable safety precautions.

Ability to supervise the maintenance and repair of various types of equipment used in maintaining golf course operations, parks, and open spaces; ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public; ability to build teamwork and create a positive work environment.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, heavy equipment, pesticides, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves as required. Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend.

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

Minimum Education and Experience

Minimum of one year (30 credits) of college-level education in Ornamental Agronomy, golf course operations, Ornamental Horticulture, Park Operations, Parks and Recreation, Sports and Facility Management or related field.

Must have Florida Pesticide License or ability to obtain one within the first 6 months of employment.

Two (2) years of experience assisting in managing golf course/park facilities maintenance operations with significant experience in golf course maintenance.

A comparable amount of training or experience may be substituted for the minimum education requirement.

Valid Florida Driver's License