

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 900

GOLF COURSE MANAGER

GENERAL

Under general supervision, this position performs complex technical and difficult administrative work, planning, organizing and overseeing the operation and maintenance of the municipal golf course, special projects and budgets. An employee in this class performs a full variety of semi-skilled and skilled tasks, which are necessary to properly maintain public golf courses. Assignments involve fieldwork requiring considerable knowledge of various methods of specialized turf maintenance and proper operation of mechanized mowing, irrigation and fertilization equipment. This position is responsible for supervising staff, complex fiscal control, and any other related work as required, communicating any recommended actions to the Public Works Director

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervision of the golf course in order 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.
- Creates the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations;
- Coordinates Golf Division activities with other departments and agencies as needed; maintains necessary operating records.
- Frequently inspects the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
- Responsible for inventory control and oversees the equipment maintenance programs.
- Assists in the determination of work procedures, prepares work schedules, and workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Supervises, prepares and administers budgets, purchases, revenues and expenditures, as well as future projections.
- Supervises the collection and receipt of fees and concession revenues for the golf course.
- Maintains and prepares a variety of reports and records.

- Develops and recommends standard operating procedures and rules and regulations for the public and enforces same.
- Evaluates the work performance of golf employees.
- Recommends disciplinary action, hiring and termination.
- Oversees functions and operations of RecTrac and point-of-sale computer systems.
- Performs any other related duties as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles, methods, materials, and equipment used in the maintenance and repair of golf courses.
- Considerable knowledge of the various types, application, storage requirements and effects of pesticides, insecticides, fungicides and herbicides.
- Knowledge of operational characteristics and occupational hazards associated with landscape maintenance.
- Knowledge of U.S.G.A. Golf Course specifications.
- Knowledge of OSHA and EPA laws and regulations.
- Knowledge of agronomy and turfgrass management practices.
- Knowledge of golf facility construction principles, practices and methods.
- Knowledge and a thorough understanding of the rules and strategies of the game of golf.
- Knowledge of current federal, state and local laws and regulations affecting the management of golf course operations.
- Knowledge of employment, safety and environmental stewardship standards, laws and regulations.
- Thorough knowledge of Microsoft Office Suite,
- Ability to operate computer printer, copy machine, fax machine, scanner, telephone, and calculator.
- Ability to safely operate a motor vehicle.
- Ability to plan and supervise the work of technical, clerical and maintenance personnel and private contractors as applicable.
- Ability to prepare, maintain and monitor detailed technical and financial records.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation
- Skill in the use of various close tolerance mowing and spraying equipment, maintenance equipment and golf cart fleet.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business or Public Administration, Turf Grass Management or a closely related field required, and ten years golf course management experience, experience in a public owned course in Florida is desired, and prior experience supervising the maintenance and operation of golf courses. A comparable amount of training and experience may be substituted for the minimum qualifications.

SPECIAL REQUIREMENTS

Possession of Golf Course Superintendent Association of America certification.
Possession of a State of Florida license or certification for the use of restricted pesticides.
Possession of a valid, appropriate driver's license and an acceptable driving record.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. The employee may frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is that which is expected in a busy office environment, which is quiet to moderately loud. The employee frequently works in outside weather conditions and is frequently exposed to hot, wet and/or humid conditions, airborne particles, animals/insects, dust, vapors, fumes, and poisons.

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

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Department: Public Works

FLSA: Exempt

Bargaining Unit: Non-Bargaining

Classification: 31/50

GERS: Regular Class