Classification Specification: 
Golf Course Superintendent

Classification Number: 53626 
Pay Grade: 
Effective Date: November 2015 
Current Exemption Status: Nonexempt

Position Summary

Reports to the Director of Golf, and as the superintendent, is responsible for maintenance, including the grounds, building, equipment, irrigation, chemical programs and maintaining work related records.

Essential/Primary Duties

- Hires and trains classified, part-time seasonal and student staff.
- Supervises and participates with Golf Course workers in prioritizing and scheduling their work assignments. Coordinates and arranges work crew schedules, inspects and monitors work performance.
- Develops daily, weekly and monthly maintenance schedules.
- Provides leadership and positive corrective action, as needed, assuring that employees know what is expected of them and the consequences of their performance in accordance with policies.
- Maintains employee time reporting records, conducts evaluations of classified staff and student employees.
- Coordinates identification of equipment maintenance needs, maintenance schedules and winter overhauls.
- Develops and maintains all cultural practices including irrigation, aeration, top-dressing, seeding etc.
- Maintains professional development by attending turf and golf course seminars and conferences.
- Works with the Director of Golf on the planning and implementation of the maintenance budget.
- Works with the Director of Golf to oversee expenses associated with the maintenance budget.
- Works with outside vendors to purchase most cost effective equipment, chemicals and supplies.
- Plans and implements all agronomic activities within allotted budget.
- Knowledge of driver safety practices.

Experience

- One year related experience required; previous supervisory experience or training required

Education

- High school diploma or GED required
- Must have and maintain a valid driver’s license and be insurable under the University’s insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.
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Golf Course Superintendent

Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Ability to coordinate or lead others in accomplishing work activities
— Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to query, run reports and modify data in financial systems
— Ability to access and maintain document imaging systems, including scanning and filing documents
— Ability to operate computers and peripheral equipment such as printers
— Ability to draft office correspondence
— Knowledge of basic science and scientific methods
— Ability to operate and use manual and power custodial equipment
— Ability to operate hand and/or power grounds keeping equipment
— Ability to perform automotive and heavy equipment maintenance and repair
— Ability to operate heavy equipment

Supervisory Responsibility

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<tr>
<th>Full-Time</th>
<th>Part-Time</th>
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<tr>
<td>Golf Course Worker</td>
<td>None</td>
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Providing Direction

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<th>Full-Time</th>
<th>Part-Time</th>
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<td>None</td>
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Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.