

# 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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## 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

### Full-Time

Golf Course Worker

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

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