



## CITY OF JERSEY VILLAGE JOB DESCRIPTION

CLASS TITLE: Assistant Golf Course Superintendent  
DEPARTMENT: Parks & Recreation  
DIVISION: Golf Course Maintenance  
FLSA STATUS: Exempt/Full-time

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### **DESCRIPTION:**

Under the general direction of the Golf Course Superintendent, the Assistant Golf Course Superintendent responsible for the care and maintenance of the golf course; to direct and participate in grounds construction and maintenance work; and to do related work as requested.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervision and maintenance of the City owned Golf Course; including cultivation and maintenance of grass areas on fairways, greens, tees, lawns, shrubs and plant life of the golf course.
- Recommend to the Golf Course Superintendent purchases of equipment, supplies and services.
- In the absence of the Golf Course Superintendent, prepares, manages, and communicates schedules of staff
- Assist in keeping accurate records of personnel, golf course maintenance, equipment, inventories, weather, and pesticide requirements.
- Keeps abreast of current and new practices in the care of plant life, including the use of chemicals.
- Directing and participating in daily operations of golf course maintenance.
- Inspects and repairs irrigation components throughout the golf course.
- Carries out day-to-day evaluations, training, and development of golf course maintenance staff.

**PHYSICAL REQUIREMENTS:** Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds of maintenance equipment. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings, or inclement weather. Some exposure to dust, odor, electrical, mechanical and toxic hazards, using proper safety precautions. Must be able to work outside in all types of weather.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:** Bachelor's degree in Agronomy, landscape architecture, or associate degree in Golf Course landscape or experience equivalent preferred. Pesticide Applicator's License is required. Must possess a valid Texas driver's license.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:** Four (4) years of experience as a Golf Course Grounds Superintendent or Assistant Golf Course Grounds Superintendent, or any combination of experience relating to the job requirement(s). Must have the ability to establish and maintain effective working relationships with those contacted in the course of work. Must be able to safely operate trucks vehicles, specialty equipment, and heavy to and light motorized equipment,

and follow oral and written directions. Must have knowledge of golf course maintenance; including S. E. Texas turf grasses, trees, shrubs and plant life; mowing care of greens, tees, fairways and roughs, sand traps; use of pesticides, fertilizers and over seeding, aerating and verticutting, watering, soils, drainage, Toro irrigation systems and repairs, top dressing and soil amendments; equipment maintenance and repair; weeds, fungi, and insects, and their control; construction methods and techniques associated with golf courses; rules and regulations of the golf game so as to gain an objective view of the golf course from a players point-of-view. Must have the ability to work weekends and holidays, and work split shifts (mornings and evenings).

**ACKNOWLEDGEMENT:** I acknowledge that I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Jersey Village.

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Employee Name – PRINT

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Date

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Employee Signature