



Job Description

TITLE:	Golf Course Assistant Maintenance Superintendent- Irrigation	JOB CODE:	2480
DEPARTMENT:	Parks and Facilities	FLSA:	Non-Exempt
PREPARED:	February 2010	FLSA CLASS:	Supervisor
UPDATED:	March 30, 2022	WORK LOCATION:	Kirtland, NM
		REMOTE WORK ELIGIBLE:	NO

Summary: Under general supervision of the Golf Course Maintenance Superintendent, this position is responsible for the maintenance and repair of the golf course irrigation and drainage systems, including minor building and equipment repairs. Works with the Golf Course Maintenance Superintendent to ensure the golf course budget and established turf management plans are maintained and adhered. Ensure proper application and calibration of pesticides, fertilizer, and chemicals complying with safety standards. This working foreman shall have knowledge to assist with maintaining industry and environmental standards in turf quality and provide recommendations on issues with turf quality.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responsible for the day to day operation, maintenance, and repair of the golf course irrigation and drainage systems.
- Performs preventive maintenance on all equipment.
- Must be able to diagnose and to repair golf course equipment including pumps.
- Responsible for ordering irrigation parts and maintaining proper inventory.
- Keeps accurate service records on all equipment.
- Assists in planning and supervising the maintenance of greens, tees, and fairways; schedules work and supervises the employees and the use of the equipment.
- Instructs equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
- Assists in personnel management and evaluation, employee safety, and personnel discipline; may also modify the daily work schedule based on professional interpretation.
- Serves as Golf Course Maintenance Superintendent in his/her absence.
- Performs other duties as directed by his/her supervisor.

Required Knowledge and Skills:

- Extensive knowledge of Toro SitePro OSMAC operating system.
- Knowledge of Fertigation systems and their operation and maintenance.
- Knowledge of environmental health practices and procedures; knowledge of OSHA standards and safety regulations related to the use of hazardous chemicals.
- Considerable knowledge and with the characteristics and proper use of various fertilizers, soil conditioners, herbicides, and pests control methods and materials.
- Considerable knowledge with installation, utilization, and maintenance of drainage control methods and irrigation systems; including but not limited to pumps, automatic controls, and all related equipment.

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Golf Course Assistant Maintenance Superintendent-Irrigation

- Must have proper knowledge of all maintenance positions and work in these positions when staffing shortages so require.
- Considerable knowledge of the maintenance of golf course's tees, fairways, greens; the seeding and maintenance of golf course turf; the planting, cultivating, pruning, and caring for plants, shrubs, and trees.
- Ability to schedule and to supervise maintenance work to achieve the most efficient utilization of workers and equipment; to prepare clear and concise reports; and to maintain effective employee and public relations.
- Must be willing to work a flexible schedule to include some weekends and holidays.
- Knowledge of County policies and procedures.
- Skill in following all safety procedures.
- Skill with proper mixing, calibration, and application of all chemical/fertilizers used on the golf course.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

Education and Experience

- Bachelor's degree in agronomy or related field preferred and five (5) years of experience in golf course maintenance; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid New Mexico Pesticide Applicator's License or able to obtain within 90 days of employment.
- Knowledge and skills as related to southwest grass species, disease, and pests.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an office and outdoor setting; may be required to lift and carry items more than 50 pounds. Requires physical stamina and agility.
- May be exposed to dangerous conditions, machinery and hazardous chemicals, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Full-time work hours for this position consist of weekends, holidays, and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes: computerized and conventional office equipment; standard hand and power tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____