

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is our policy to provide equal opportunity to all persons seeking or having access to employment, services and activities, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.

Job Title: Golf Course Superintendent	Department: Golf Course
Reports to: Fallon County Commission	Job Status: Full Time, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

This position directs and participates in the construction, maintenance, and repair of the course and grounds at the Lakeview Country Club. This includes management of the turf/grass program, irrigation system, water usage, and pesticide applications. Maintains variety of equipment including but not limited to mowers, weed eaters, blowers, and utility carts. This hands-on position performs extensive manual labor in a variety of weather conditions. Supervises and directs the work of a seasonal crew. May assist the Maintenance department with snow removal during winter months.

Essential Functions

Turf Management – Manages the environmental health of the fairways and greens to ensure that the course meets the needs of the players. Constantly monitors and inspects course year round. Designs landscape plans for the course and implements the plan. Spray fungicides and fertilizers in accordance with seasons and needs of turf and soil; collects soil samples to determine needs. Tracks and records use of fertilizer on spreadsheets for quality assurance. Supervises and participates in the application and recording of chemical applications (fertilizers and pesticides) on the Club's grounds in compliance with all local, state, and federal regulations. Plans and schedules all pesticide and fertilizer applications throughout the year, creates a greens program, inventory and record all applications with a log of weather conditions, course conditions, and the outcome of the application for future reference. Forecasts chemical and fertilizer usage based on variety of factors including Ph. levels and weather trends. Physically inspects greens for ice; breaks up/removes as necessary. Aerates course as needed. Mows and weed eats roughs, fairways, and greens; this is a continuous activity during most of the year. Prepares the course for tournaments. At end of the season prepares course and turf for winterization.

Irrigation system – Monitors irrigation system for maximum efficiency and troubleshooting via Lynx software system. Monitors soil moisture levels. Primes, repairs, and installs new irrigation lines. Plans and develops new irrigation systems, including redesigns and modifications of existing irrigation system.

Course Maintenance – Develops and implements a course improvement plan to enhance the quality of the course and experience for golfers. Sand blasts and repaints ball washers and yardage markers. Sets up course by placing all benches, ball washes, t-markers, etc. back on course. Rebuilds t-boxes, installs drain tile, builds retaining walls, plants and maintains flower beds. Maintains cart paths as needed. Performs constant pest control including use of poison and mosquito pellets. Performs variety of tasks to winterize the course including blowing out irrigation lines and water lines, placing flags, benches, ball

washers, etc. in storage. Receives, organizes, and puts away supply shipments. Maintains and monitors inventories for irrigation supplies, filters, oil, flags, fungicides, sulfur, and fertilizer. Ensures all items are stored in compliance with federal and state regulations.

Equipment and Pump House Maintenance – Performs preventative maintenance on variety of machines/equipment including but not limited to mowers, utility carts, skid steer, aerator, sweepers, and blowers. Types of maintenance may include but is not limited to changing oil, filters and hydraulic hoses, sharpening mower blades, and changing wheel bearings. Cleans and organizes the shop and other areas to ensure all property is maintained in a safe and orderly status.

Ensures garage doors and operational. Paints pump houses as necessary. Ensures pump houses are operating efficiently by changing filters and hoses, cleaning rubber diaphragms and check valves, draining and replacing motor oil. Maintains and monitors pump house at the lagoon; ensures motor and related equipment does not freeze. Tests course pond water to ensure chlorine ratio meets Department of Environmental Quality regulations; adjusts pump as necessary.

Department Administration – Prepares annual budget with the County Commission; directs and controls the expenditure of departmental funds allocations within the constraints of approved budgets. Attends meetings with the Commission and other departments as needed. Works in conjunction with the Club Manager for the betterment of the course. Attends Golf Course Board meetings and Tournament Committee meetings; reports on activities/projects/repairs and upcoming activities. Attends regional and national meetings to keep apprised of newest techniques and cutting edge technologies.

Supervision of Others – Participates in the recruitment of seasonal crews including interviewing and selection. Engages in performance management with staff: scheduling, performance appraisals, coaching, training, skill development, and progressive discipline. Trains seasonal grounds crew members; supervises crew in determining the need for irrigation, seeding rates, fertilization rates, sod cutting, cutting turf grass on fairways, tees, greens, and roughs, and raking sand traps. Assigns crews to various grounds maintenance tasks including but not limited to mowing of golf course grounds and property; assisting in the installation and repair of irrigation lines; assisting with chemical applications in the maintenance of the grounds and performing general maintenance and repair on mowers and similar equipment.

Competencies

The knowledge, skills, abilities, and other characteristics to perform this work include but are not necessarily limited to: *Accountability, Active Listening, Adaptability, Agronomy, Application of Herbicide Chemicals, Attention to Detail, Chemical Safety, Commitment, Computer Skills, Customer Service, Dependability, Flexibility, Golf, Golf Course Maintenance and Planning, Initiative, Innovation, Integrity, Interpersonal, Irrigation Systems, Math, Organization, Oral Comprehension, Oral and Written Expression, Problem Solving, Professionalism, Record Keeping, Supervision, Teamwork, Time Management and Turf Management.*

This position requires extensive knowledge of the management and maintenance of greens, fairways, and roughs, including all aspects of turf maintenance. Knowledge of use and operating standards of equipment and tools used in golf course construction and maintenance work. Ability to safely mix and apply herbicides, fertilizers, and water treatment chemicals. Knowledge of the game of golf, golf rules, and methods of play. Ability to anticipate personnel, equipment, and material requirements related to

golf course maintenance and repair assignments. Ability and knowledge to plan and install irrigation patterns/systems and drainage patterns; construct tees and/or greens. Ability to maintain/repair electric and manual irrigation equipment and other golf course equipment. Must be proficient in Microsoft Office Suite, including ability to create Excel worksheets and learn department specific software. The job requires basic math to make computations.

Ability to effectively and safely operate a variety of equipment including but not limited to mowers, weed eaters, gas-powered aerator, power rake, lawn vacuum, and back blower. Requires the ability and skill to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Knowledge of small engines, operation and maintenance. Knowledge of manual labor including the use of tools utilized in the maintenance, operation, and repair of variety of equipment. Attention to detail when operating equipment and using tools.

Skilled in the safe operation and calibration of application and spraying equipment. Ability to mix the correct herbicide and determine proper conditions for application of the herbicides. Ability to monitor and maintain safety protocols. Must be able to work and communicate effectively in person and via phone or two-way radio; to read, understand and follow instructions and MSD and labels. Knowledge of Department of Environmental Quality standards, rules, and regulations.

Ability to assign and provide work direction to staff. Organize daily maintenance and projects. Ability to provide instructions and guidance to employees in the determining the need for irrigation, seeding rates, fertilization rates, sod cutting, cutting turf grass on fairways, tees, greens, and roughs, and raking sand traps as well as mowing and other course maintenance. Effectively lead a small work crew, providing direction and training to enable staff to effectively and safely complete tasks. Coach staff to work as a team as well as independently; adapt to multiple demands, shifting priorities, and rapid change. Ability to explain detailed and complicated information in simple, understandable terms. Engages in ongoing performance management. Ability to effectively supervise others including scheduling, coaching, evaluation, training, and progressive discipline.

Maintain an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Must strive to anticipate work to be done and initiate proper and acceptable direction for the completion of work with a minimum of supervision and instruction. Plan and organize daily work routine. Assume responsibility for doing assigned work and for meeting deadlines; accept and demonstrate accountability for meeting assigned responsibilities. Ability to complete assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Must be able to identify cost savings, look for and implement new ideas and initiatives.

This position must communicate both orally and in writing accurately and effectively, utilizing appropriate grammar and spelling. Requires the ability and skill to multi-task, address multiple projects and customers while maintaining composure, professionalism, and quality of work. Possess strong interpersonal skills and professionalism to effectively interact with a variety of personalities and demands of the public; act in a courteous and diplomatic manner with members of the public.

Must listen actively and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly. Ability to act with initiative, common sense, and good judgment. Possess excellent

customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Respond to requests for service and assistance with courtesy and respect. Establish and maintain effective working relationships with other Fallon County employees and staff from outside agencies. This position leads the department; will work independently and as part of a team for the betterment of the department, Fallon County and in service to the public.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding, and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Supervisor. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers, and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Supervisory Responsibility

This position supervises a seasonal crew. Responsibilities include recruitment, selection, training, coaching, and administration of disciplinary actions.

Work Environment

This position primarily works outside and may work in a variety of inclement weather conditions including heat, rain, wind, snow, and ice. Exposed to a variety of grasses, weeds, trees, shrubs, flowers, and other sources of pollen. Also performs work in a professional office environment, using standard office equipment such as computers, telephones, photocopiers, 10 key calculators, filing cabinets, and fax machines.

Required Education and Experience

Employment with Fallon County requires a high school diploma or equivalent. Must be at least eighteen (18) years of age. The above knowledge, skills, and abilities are typically acquired through a two (2) year degree or certificate in Turf Management or related field (such as agronomy, horticulture, plant science or soil science) and at least five (5) years' experience in golf course maintenance. Must understand the game of golf. Must have a least one (1) year experience in herbicide and pesticide application. Other equivalent combinations of education and experience may be considered.

Preferred Education and Experience

None.

Additional Eligibility Qualifications

Must possess or obtain a Montana driver license within thirty (30) days of employment. This position will have unsupervised contact with juveniles and is subject to pre-employment criminal background check. Operates a variety of County owned vehicle/equipment and is subject to a pre-employment motor vehicle driving history review and then annual reviews per policy.

Compensation

The starting wage for this position is \$23.50 per hour; after successful completion of the mandatory six (6) month probationary period, increase to \$24.50 per hour. Following an additional six (6) month period as a permanent employee, increase to \$25.50 per hour. Please note during this time period, an employee is not eligible for a COLA (Cost of Living Adjustment) as this is built into the wage steps.

This position requires enrollment in the Public Employees Retirement System with an established contribution rate for both the employee and the County.

Position Type/Hours of Work:

This is a full-time position, forty (40) hours per week, Monday – Friday, typically 7:00 a.m. to 4:00 p.m. with a one hour lunch period. The actual schedule is dependent upon season, course activities, and weather. The nature of the work may result in additional hours as well as weekends.

Physical and Environmental Demands

While performing the essential functions of this position, frequently required to sit, stand, walk on uneven surfaces, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to seventy-five (75) pounds. Specific vision abilities include close vision, distance vision, and depth perception. May be exposed to very loud noise.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.