

HELP WANTED

The Jefferson Municipal Golf Course is accepting applications for the position of Golf Course Superintendent. This position is responsible for daily course maintenance, repairs and maintenance of buildings and equipment, irrigation system operation and maintenance, application of chemicals and fertilizers, and day to day management of the grounds crew.

Minimum Qualifications: Knowledge of golf course maintenance practices, turf management, and irrigation systems. Knowledge of maintenance and repair of golf course equipment, including mowers, tractors, and irrigation systems. Skill in planning work and managing employees. Experience as a Golf Course Superintendent or similar role preferred. Must have a valid Driver's License.

A full job description and application can be downloaded at www.cityofjeffersoniowa.org. This is a 9-month seasonal position with wage around \$20.00 / hr. Receives IPERS.

Send application or resume and cover letter to Scott Peterson, City Administrator, scottp@cityofjeffersoniowa.org (515) 386-3111. Position is open until filled with first review of applications on November 20, 2023.

The City of Jefferson is an Equal Opportunity Employer.

Job Description
Golf Course Superintendent

Position Overview:

Under broad supervision from Golf Course Manager, provides maintenance of the municipal golf course grounds, facilities and equipment. Superintendent shall be generally responsible for organizing, managing and performing the day to day maintenance and upkeep of the Golf Course, other than the clubhouse, which shall include without limitation the following:

- 1) Keep greens, fairways and tee areas properly watered and mowed and keep the Golf Course in a neat and clean condition;
- 2) Apply, or arrange for the application of, fertilizer and chemicals as required to keep the Golf Course in top condition and consult with other golf course professionals and turf management specialists as may be reasonably required to obtain advice as to the proper timing and rates of chemical and fertilizer application;
- 3) Reseed greens, fairways and tee areas as needed;
- 4) Identify and control weeds, pests, and turf diseases and disorders;
- 5) Maintain trees and shrubs;
- 6) Change pins and tee boxes;
- 7) Mark hazards, out of bounds and ground under repair;
- 8) Maintain bunkers;
- 9) Monitor, inspect, maintain and operate the irrigation system so as to keep it in good operating condition, and arrange for the irrigation system to be properly shut down and winterized at the end of the season so as to prevent damage from freezing;
- 10) Monitor, inspect, maintain and regulate the storm water management system along the south and west sides of the Golf Course, including without limitation the levee and water gates, so as to minimize flooding of the Golf Course, and to promptly report to the Golf Course Manager any repairs needed to the system;

- 11) Cooperate with Golf Course Manager in the scheduling of mowing and related turf management activities so as to accommodate and prepare for tournaments and special events;
- 12) Coordinate and cooperate with the Public Works Director in the purchase of fertilizer, chemicals and other supplies and the hiring of subcontractors needed for the operation of the Golf Course;
- 13) Keep the cart shed in a neat and clean condition and organized for the storage of golf carts by patrons, and help assure that City owned golf carts are ready for use by patrons;
- 14) Use and operate City owned equipment provided in a safe, reasonable, and responsible manner so as to prevent excessive wear and tear to such equipment, keep such equipment clean, perform routine maintenance and repairs as may be needed to preserve and keep such equipment in good operating condition, and promptly report to the Public Works Director, or his designee, issues or problems with such equipment that require more than minimal maintenance;
- 15) Communicate with and be receptive to comments from members and patrons as to the condition of the Golf Course, and inform the Golf Course Manager of any planned changes or maintenance activities which may affect the use or condition of the Golf Course;
- 16) Promptly report to the Golf Course Manager any known issues or problems involving the Golf Course;
- 17) Perform such other duties and activities as may be reasonably required by the City.

Minimum Entrance Qualifications:

Considerable knowledge in methods, equipment and materials used in maintaining a golf course; good knowledge of general repair and maintenance procedures; good knowledge of automatic irrigation systems. Considerable skill in planning work; skill in keeping records.

Ability, when necessary, to perform work requiring a moderate amount of physical stamina outdoors in a variety of weather conditions. Full understanding and skill in operating

equipment used in the maintenance of golf course grounds; ability to deal effectively with supervisor; subordinates and the general public; ability to communicate effectively verbally, in writing, and electronically.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust vision.