



UNION COUNTY BOARD OF COMMISSIONERS

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NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Golf Course Grounds & Maintenance Superintendent

DEPARTMENT: Buffalo Peak Golf Course **FTE:** 1.0 FTE (40 hours per week)

OPENING DATE: April 10, 2019 **CLOSING DATE:** May 15, 2019

SALARY: Range 16 (\$3430 - \$4439/month) with benefits

DUTIES:

Responsible for all activities related to maintenance, upkeep and modifications of the golf course and related structures and equipment. Carries out the philosophies and direction of management in a financially and timely responsible manner. Actively involved in the coordination, scheduling, and performance of maintenance. Oversees the quality and safety of work performed and directs and implements improvements in efficiency.

REQUIREMENTS:

Associate degree in a turf related field and/or extensive equivalent experience with documented recommendations. Possession of a valid ODA commercial pesticide applicators license for turf and ornamental or demonstrated ability to obtain one. Possession of a valid Oregon Driver's License. Excellent written and verbal communication skills. Exhibit an appreciation for customers, the course, and the game.

SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.

APPLY: Union County Administrative Office
1106 K Avenue
La Grande, OR 97850
(541)963-1001

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

UNION COUNTY

Job Description

**JOB TITLE: GOLF COURSE GROUNDS & MAINTENANCE
SUPERINTENDENT.**

**DEPARTMENT: Buffalo Peak
Golf Course**

APPROVED BY: Administrative Officer

DATE: April 8, 2019

PURPOSE OF POSITION:

- The Superintendent is responsible for all activities related to up-grade, maintenance and modification of the golf course and related structures and equipment.
- This position is responsible to Union County managers to carry out their philosophies and direction in a financially and timely responsible manner.
- Be actively involved in the coordination, scheduling, and, if necessary, performance of maintenance procedures on the course.
- Over-see the quality and safety of work performed with respect to employees and clients.
- Ensure the efficiency, timeliness, and smoothness of the maintenance operations.
- Develop and implement administrative requirements and budget controls as required.
- Development and implementation of regulatory and compliance regulations required by the Federal, State and County agencies.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, directs, and performs maintenance tasks.
- Observes and evaluates the golf course for potential problems and for needed improvements, both immediate and future.
- Performs or directs pesticide and fertilizer applications, and calibrates devices used in those operations.
- Coordinates irrigation scheduling with the irrigation technician.
- Directs and participates in staff supervision, training, and motivation.
- Maintains records of pesticide and fertilizer applications, water use logs, and equipment repairs.
- Keeps records of maintenance activities and develops annual maintenance calendar.
- Attends meetings with County managers and delivers paperwork to County personnel.
- Keeps up-to-date on best practices for golf course grounds maintenance and regulation compliance through reading professional publications and attending trainings.
- Orders supplies and materials.
- Maintains expenditures within budgetary limitations.

AUXILIARY JOB FUNCTIONS:

- Performs safety, MSDS, and equipment training for staff members.
- Interviews and selects staff members.
- Assists staff in problem-solving and conflict-resolution.
- Coordinates and communicates with County managers, customers, and Pro-Shop staff on maintenance conditions they need to be aware of as well as listening to their suggestions and observations.
- Assist Pro-Shop staff with special needs for golf events.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY:

- Have an associate degree or bachelors in a turf related field and or extensive equivalent experience with documented recommendations.
- Posses a valid Oregon Department of Agriculture Public Pesticide Applicators license for turf and ornamental or demonstrate the ability to obtain one.
- Capable of effective and correct written and verbal communication with others.
- Posses a valid Oregon State drivers license.
- Have an appreciation for the customers and the game.
- Have an enthusiastic attitude and support for the course and its future endeavors.
- Be willing to perform manual labor when the need is present without direction from others.
- Posses organizational, supervisory, and management skills and the willingness and desire to improve in weak areas.
- Be able to motivate and maintain a team atmosphere among staff members.

DESIRABLE REQUIREMENTS:

- Have the desire and ability to problem-solve situations.
- Have an understanding of the overall operation, and be able to prioritize needs, demands, and wants.
- Have a willingness to put out extra effort with extended times and hours when the need is present.
- Have legible and organized record keeping.
- Be a self-starter and good team player.
- Have a good mechanical aptitude and the ability to make adjustment and make emergency repairs when necessary.
- Posses the ability to perform or learn to perform basic computer functions.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the Superintendent is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and dexterity. Many duties are physically demanding, requiring the movement of materials weighing up to 100 pounds. Duties require regular operation of light and medium equipment and the use of hand tools.

WORKING CONDITIONS:

The work will be done at Buffalo Peak Golf Course in Union, Oregon. Duties can take place outside of buildings, with exposure to all types of weather conditions, or in a shop building, with exposure to grease, oil, fumes, and chemicals.

SUPERVISORY RESPONSIBILITIES:

Supervises and is responsible for all employees of the grounds staff.

SUPERVISION RECEIVED:

The Superintendent is directly responsible to the Union County Administrative Officer and the Union County Commissioner assigned as liaison to the golf course.

SUMMARY STATEMENT

This job description is intended to be a guide, but is not intended to be an all-inclusive description of the duties and responsibilities that may be required of the Superintendent. The Superintendent may be asked to perform other duties not described in this job description, and Union County reserves the right to revise this document as needed.