

**HOFFAMN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Assistant Golf Course Maintenance Supervisor**  
**Bridges of Poplar Creek Country Club**  
**JOB CLASSIFICATION: Grade 3 EXEMPT**

Function

The Assistant Golf Course Maintenance Supervisor works directly with the Golf Course Maintenance Supervisor in planning, directing and participating in the overall maintenance of golf course greens, tees, fairways, bunkers and grounds at Bridges of Poplar Creek Country Club. Training and supervising of golf course employees along with supervision of projects and daily activities. Must have the ability to obtain an Illinois Operators Pesticide License.

Supervision Received

Work is performed under the supervision of the Golf Course Maintenance Supervisor and may serve in the Supervisors capacity during his/her absence.

Supervision Exercised

Supervision of full-time and part-time staff hired for the purpose of maintaining club properties.

Essential Functions/Responsibilities

**A. General Administration**

1. Assists in planning and supervising the maintenance of greens, fairways and bunkers; schedules work; and supervises the employees and the use of the equipment.
2. Instructs equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
3. Assists in personnel management and evaluation, employee safety and personnel discipline.
4. Supervises and may modify the daily work schedule based on professional interpretation.

**B. Safety, Health and Loss Control**

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
5. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

**C. *Customer Service Responsibilities***

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Voice mailbox will be checked daily and messages will be returned the same day.
4. Staff will provide the customers with accurate information in all park district communications.

**D. *Safety, Health and Loss Control***

1. Assists in personnel management and evaluation, employee safety, personnel discipline and may also modify the daily work schedule based on professional interpretation.

Marginal Functions/Responsibilities

1. Travel to various locations of the facility to observe the operation.
2. Communicate with residents, employees and vendors via telephone.
3. Use a computer keyboard to develop plans, reports and correspondence.

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

Physiological Considerations

1. Is exposed to chemicals (i.e. fertilizers, pesticides, cleaning materials)
2. Must be able to lift and carry 100 pounds.
3. Must be able to stand, walk and climb.
4. Must be able to work at various times.
5. Must be able to work outdoors in difficult climates.

Environmental Considerations

1. Will perform many responsibilities indoors.
2. Lighting and temperature are conditions that may impact how the Assistant Golf Course Superintendent performs his/her responsibilities.
3. Will perform many responsibilities outdoors and be exposed to outside weather conditions, including extreme heat and cold, snow, rain or ice.
4. Protective clothing is required as follows: Safety goggles/glasses

### Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.
2. Must have good problem solving ability and good judgement in managing the district golf course.

### Requirements

1. Working knowledge of the maintenance of golf course greens, tees, fairways and bunkers; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers; integrated pest management control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls.
2. Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; prepare clear and concise reports; and maintain effective employee and public relations.
3. Possession of a valid driver's license.
4. Requires current state certification or licensing as a pesticide operator.

### Experience

1. Three years previous experience in related field is preferred.

### Education

1. High school diploma required.
2. Secondary education or training courses in horticulture or turf preferred.