

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: BUILDINGS AND GROUNDS SUPERVISOR  
2805**

**JOB CODE:**

**DEPARTMENT: GENERAL SERVICES  
REPORTS TO: GOLF COURSE MANAGER**

**DATE: 2/08**

**JOB SUMMARY:**

Supervises the daily operation of the Golf Course.

**ESSENTIAL JOB FUNCTIONS:**

Plans, organizes, and evaluates daily operations to include scheduling and specifying policies, procedures, equipment, and staffing; plans short-term activities and special projects; develops and implements work objectives.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, recommending salary adjustments, addressing complaints, resolving problems, and planning, assigning, and directing work.

Supervises the maintenance of golf course turf, including pesticide application, irrigation system maintenance, nutrient application, and pest management.

Monitors course for turf grass stress, including disease, insects, weeds, and wilt; takes appropriate actions to correct problems.

Performs computer data entry to maintain and update records on pesticide and fertilizer applications; manages pesticide holding facilities.

Couriers materials, equipment, and turf supplies.

Attends and participates in staff meetings; completes required forms and paperwork; prepares work program and reports progress periodically.

Performs the duties of the Golf Course Manager in his or her absence.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:** (Depending on area of assignment)

Motor Vehicle  
Hand tools

Exotox Meter  
Power Tools

Mowers  
Pipe Cutters

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:** (Depending on area of assignment).

High School diploma or GED; and, five years of progressively responsible experience in building trades and/or grounds maintenance; and, one to two years of experience in supervisory capacity; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

Other specific licenses or certifications may be required according to assignment such as Supervisory Pesticide License or Playground Safety Inspector Certification.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Methods, materials, and equipment in used in custodial and building/grounds maintenance work.

Horticultural practices

Field and turf maintenance.

Practices of carpentry, masonry, plumbing, or heating and air conditioning.

City, state, and federal laws applicable to building, plumbing, electrical, and/or mechanical codes.

Principles of supervision, training, and performance evaluation.

Construction and maintenance methods and practices, including facilities such as athletic fields, golf courses, parks, and playgrounds.

Grounds maintenance, lawn and plant care, and irrigations and sprinkler systems.

**Skill in:**

Mechanical and/or electro-mechanical aptitude.

Performing welding.

**Mental and Physical Abilities to:**

Determine appropriate staffing, equipment, materials, and time requirements for routine and minor building and grounds maintenance projects.

Prepare and maintain records and reports.

Establish and maintain an effective working relationship with department heads and other city officials and the general public.

Give instructions and obtain compliance from subordinates.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Work with and supervise volunteers.

Write routine reports and correspondence.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while standing, walking, bending, crouching, or stooping.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work exposes the employee to dust, dirt, grease, machinery with moving parts, and irritating chemicals.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.