

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: COURSE AND FACILITIES MANAGER**  
**DEPARTMENT: RECREATION** **DATE: 09/20**  
**REPORTS TO: DIRECTOR OF GOLF OPERATIONS/HEAD GOLF PRO**

**JOB SUMMARY:**

Under the supervision of Director of Operations/Head Golf Pro, performs all aspects of labor and supervisory responsibilities in the maintenance and care of golf course turf, grounds, facilities and equipment.

**ESSENTIAL JOB FUNCTIONS:**

Creates and implements turf maintenance program for the golf course, which includes scheduling and applying fertilizers and pesticides, aerating, verticutting, sodding, repairing divots, developing mowing schedules, performing irrigation tasks, determining height of cut, planting flowers, landscaping, performing tree work and improvements, and managing drainage.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work for course maintenance personnel.

Assists the Director of Operations with and recommends operating and capital budgets for the golf course annually and long-range planning; assists with monitoring and administering approved budget; compiles monthly expense analysis and year-end projection reports as requested; approves invoices for payment as necessary.

Plans, organizes, and evaluates efficient daily operations of the golf course to include scheduling and monitoring policies, procedures, equipment, and manpower; plans short-term activities and special projects; develops and implements work objectives.

Opens and closes the golf course as necessary.

Creates and designs plans and specifications for fertilizers, chemicals, seed, and equipment, using all available sources of background information.

Purchases turf fertilizer and pesticides for the golf course.

Coordinates repairs and maintains golf course equipment and small engines.

Attends and participates in staff meetings, completes required forms and paperwork, and prepares work program; reports work progress periodically; maintains and updates professional knowledge in turf management.

Confers with Director of Operations to keep him informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

May be involved in creating, implementing, and enforcing policies regarding golf course operations.

Interacts with the general public, City & State Officials, other business leaders, vendors and consultants as necessary; makes customer service decisions in the absence of Director of Operations.

Responsible for grounds maintenance, including mowing, pesticide and fertilizer application, irrigation, sodding, seeding, aerating, topdressing, and cart path repair and any other maintenance or capital projects as necessary

Maintains knowledge and continuing education requirements to keep certifications and awareness of updated trends or practices in turf management.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Golf Course Maintenance Equipment  
Pesticide Applicator

Telephone  
Motor Vehicle

Computer and devices

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school in turf management; and, three years of progressively responsible experience in golf course maintenance and management; or, any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

**Licenses and Certifications:**

Current New Hampshire Supervisory Pesticide License for turf

Valid New Hampshire Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Basic computer operation

Principles and practices of golf course maintenance and management

Proper use and application of pesticides and fertilizers

Principles of supervision, training, and performance evaluation

Park and ground maintenance, lawn and plant care, and irrigations and sprinkler systems

Modern purchasing methods and procedures, and the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services

Principles and practices of budgeting and personnel management, including supervision, training, and performance evaluation

**Skill in:**

Use of golf course maintenance equipment including mowers and pesticide applicators

**Mental and Physical Abilities to:**

Give directions and gain compliance from subordinates

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with manager, city officials, contractors, and the general public

Establish and implement rules, regulations, policies, and procedures

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

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

Use and maintenance of golf course equipment.

While performing essential functions of this job, employee is regularly expected to stand, walk, sit, use hands to handle, reach with hands and arms, stoop or crouch, talk or hear, and lift and/or move up to 100 pounds.

Specific vision abilities required for this job include close vision, distance vision, ability to discriminate between colors, peripheral vision, and ability to adjust focus.

**Working Conditions:**

While performing essential functions of this position, employee is regularly exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. Incumbent's working conditions are both indoors and outdoors.

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.