

City of Dallas
Classification Specification

Title:	Assistant Greens Superintendent	Class Code:	14301
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Service Maintenance/8	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	10/01/13

Position Purpose:

As the Assistant Greens Superintendent at one of the City's golf courses, assists the Greens Superintendent in supervising the activities of turf management, and applies pesticide chemicals on golf courses to ensure their best appearance for use by the citizens of Dallas.

Essential Functions:

1. Mixes and sprays the various types of chemicals such as herbicides, fungicides, pre- and post-emergent, and insecticides to maintain the best appearance of turf areas at City's golf courses.
2. Coordinates the turf maintenance activities such as mowing, trimming, edging, sowing and fertilizing to maintain them healthy and well groomed.
3. Provides on-site job training to maintenance crews to ensure proper procedures are followed in the maintenance of turf areas.
4. Keeps records of expenses, work orders, schedules, attendance, and mechanical repairs to maintain accurate documentation of daily activities.
5. Performs preventive maintenance and minor repairs to equipment to ensure continuous operation.
6. Responds to citizens' complaints or concerns regarding potential hazards that may exist in and around golf courses.
7. Orders supplies and fertilizers for the maintenance of greens, tees, fairways and landscape beds; and maintains adequate inventory levels to ensure that chemicals are available at all times.
8. Interacts with the public, neighborhood associations, vendors and the Pro Shop staff to ensure that the needs of the golfing public are met in a timely manner.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of the uses and effects of various types of herbicides, fungicides, insecticides, pre- and post-emergent sprayed on golf courses.

Thorough knowledge of turf maintenance procedures at golf courses.

Ability to maintain accurate records of maintenance schedules and activities.

Ability to generate accurate reports.

Ability to supervise the work of others.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Requires a State of Texas Class C driver license.

Working Conditions and Hazards:

Minor office work.

Primarily works outdoors, subject to adverse climatic conditions.

Subject to traffic hazards when operating motor vehicle.

Requires walking, lifting, standing, pushing, pulling, etc

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.