

Golf Course Superintendent

The City of Huron has an opening for a full time Golf Course Maintenance Supervisor

- **Duties:** Responsible for planning, directing and coordinating activities concerned with construction, maintenance and operation of City golf courses.
- **Bi-weekly salary:** \$2126.23
- **Applications Available:**
 - Online: www.huronsd.com, select "City Government" tab, then "City Employment"
 - City Finance Office, 239 Wisconsin Ave SW, 353-8505
 - S.D.D.O.L & R, 2361 Dakota Avenue South, 353-7155

Equal Opportunity Employer

Deadline: Open until filled

CIVIL SERVICE CALL

City of Huron

7-23-2019

Golf Course Superintendent – Golf Course

- **Duties:** Responsible for planning, directing and coordinating activities concerned with construction, maintenance and operation of City golf courses.

- **Comprehensive Benefit Package to include:**
 - Health Insurance Plan
 - Retirement Plan
 - Term Life Insurance Plan
 - Vacation / Sick Leave
 - Bi-weekly salary: \$2126.23

- **Application Packets Available At:**
 - **City Finance Office**
239 Wisconsin Ave SW, PO Box 1369, Huron SD 57350
Phone: 605-353-8505
 - **Online:** www.huronsd.com, click “City Government” tab, then “City Employment”
 - **South Dakota Dept of Labor & Regulation**
2361 Dakota Avenue South, Huron SD 57350
Phone: 605-353-7155

- **APPLICATION DEADLINE:** Open until filled

City of Huron Job Description

JOB TITLE: Golf Course Superintendent
DEPARTMENT: Golf Course
ACCOUNTABLE TO: Finance & Revenue Commissioner/Golf Advisory Board

PRIMARY OBJECTIVE OF POSITION: Under administrative supervision is responsible for the planning, directing, and coordinating of activities concerned with construction, maintenance, and operation of the City's Golf Courses. Work varies, requiring individual judgment and decision making within established Policies and Procedures. Must be able to work independently and be a self-starting problem solver.

ESSENTIAL JOB FUNCTIONS: Physical demands include bending, sitting, walking, crawling, crouching, stooping, kneeling, and lifting up to 50#'s (greater with assistance). Work is often performed in uncontrollable outside weather conditions of heat, cold, dampness, noise and may be exposed to toxic or caustic chemicals. Must possess a current South Dakota (G& 4) Pesticide Applicator's License. Must possess a valid South Dakota Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Supervises and directs all activities of the City's Golf Courses; plans, lays out, supervises, and assists in the building and rearranging of foot bridges, sand traps, fences, roads, waterlines, and changes in the placement of holes and flags; operates and repairs equipment necessary in the maintenance and improvement of Golf Course grounds, irrigation systems, drainage systems, and structures; sets and monitors electronic irrigation timers, and makes necessary repairs to the irrigation systems;
- Requires excellent interpersonal skills to resolve conflict and work with employees, Golf Advisory Board, Golf Pro and the general public. Provides technical, operational and safety training for new employees to ensure safe working conditions and that tasks are completed correctly. Strong communication skills required to create an environment of open communication and respect for employees.
- Plans work programs, utilizing established agronomic practices, to improve and maintain turf-playing conditions, including the determination of the height and frequency of mowing and irrigation; supervises the planting, fertilizing and maintenance of various grasses, trees, bushes, and flowers; determines and oversees the application of prescribed pesticides, (fertilizers, insecticides, and fungicides), and coordinates mosquito abatement needs, all in compliance with Federal and State Regulations, to designated areas, while exercising care not to injure the turf, trees, shrubs, flowers, or wildlife; instructs and trains employees in the proper methods of equipment operation, mixing of fertilizers, chemical usages, grounds care, safety, etc.; may perform necessary general grounds maintenance work when understaffed; attends meetings, training, and seminars as deemed appropriate; performs such duties and assignments as directed.
- Works closely with the Huron Golf Advisory Board; supervises the development of Golf Course policies and procedures, including the establishment of opening and closing dates and any changes in operations; ensures compliance with all Federal and State Regulations; works with various federal, state, community agencies, and others to

JOB TITLE: Golf Course Superintendent (continued)

maintain a positive working relationship; coordinates maintenance activities with golf course professional and staff always maintaining good public relations; requires skill for recruiting, supervising, training and motivating employees; prepares the annual department budget and submits it to the Finance Department; purchases all inventories and supplies, approves all financial expenditures within the department, and reviews and approves time sheets; assists in writing grants and the administration of all grants for the Golf Courses; assists with others in hiring processes, evaluation of performance, discipline of employees, and in the investigation of formal and informal grievances, EEO and citizens' complaints.

- Prepares records, reports, and assessments of department activities; maintains records of pesticides and chemicals used, water pumping services, and their costs; has the responsibility for facilities and equipment of considerable value requiring care to prevent damage; contacts and communications are frequent with employees, government and community agencies, and the public requiring tact, courtesy, and confidentiality; Work is often performed in an uncontrollable environment, and the duties require the use of proper safety equipment and procedures to prevent injury.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Supervises Department employees.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Bachelor's Degree preferred; four (4) years progressive management experience with experience in Turf Management, Golf Course Maintenance, or related field preferred; Possesses, or has the ability to obtain, a South Dakota (G & 4) Pesticide Applicator's License, and shall maintain such License during employment. Must possess a valid South Dakota Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Uses education, knowledge, and training in the operation, maintenance, and improvement of the City's Golf Courses;

Is certified in the application of prescribed pesticides, (fertilizers, insecticides, and fungicides);

Conducts and oversees various training programs in turf management, equipment operation, and safety training;

Follows the guidelines as established by the Golf Course Superintendents Association of America in the operation and conduct of business;

Assists others in the investigation of complaints and grievances as needed and directed;

Work may be required to be performed on weekends during the golfing season;

Performs other duties and assignments as required. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

CITY OF HURON

BENEFIT SUMMARY

as of 1/1/2019

This is an Ordinance position and there is a 1040 hour probationary period.

Sick Leave:

- Employees accrues 3.7 hours per pay period of sick leave.
- Maximum accrual of sick leave is 600 hours.
- Sick leave accrues during the first six (6) months but is not usable until employee completes 1040 regular work hours.

Vacation Time:

- a. Group 1 - During the first year of employment, shall be credited with 1.54 hours vacation per pay period, forty (40) hours.
- b. Group 2 – After one (1) year of continuous service, shall be credited with 3.08 hours vacation per pay period, eighty (80) hours.
- c. Group 3 – After seven (7) years of continuous service, shall be credited with 4.62 hours vacation per pay period, one hundred twenty (120) hours.
- d. Group 4 – After fifteen (15) years of continuous service, shall be credited with 6.16 hours vacation per pay period, one hundred sixty (160) hours.
- e. All vacation accrues during the employee's first 6 months and is usable immediately following 1040 regular work hours.
- f. Maximum accrual is 200 hours.

Retirement: The City of Huron participates in the South Dakota Retirement System. It is mandatory that all employees participate. Employee's contribution rate is 6% of gross salary and the city matches this amount which forms the employee's retirement fund. Upon termination of employment, an employee has the option to withdraw their contributions plus any interest earned on their contribution. An employee is vested after 3 years and would receive 85% of the matching contribution. If less than 3 years, employee would receive 50% of the match.

A 457 Supplemental Retirement Plan is available at the option of the employee after the completion of 1040 regular work hours.

Health Insurance: The city provides group health coverage through Avera. For employees who elect to participate the city pays 100% of the premium for single coverage. There are two plans available, a \$2000 traditional plan deductible or \$4,000 deductible Health Savings Account. On the \$2k deductible plan, once the deductible is met, there is a 20% coinsurance with a maximum of 2 times the deductible per benefit period. Each family unit shall be subject to no more than two (2) deductible Coinsurance payments per Benefit Period. The \$2000 deductible plan provides a prescription drug benefit a \$10.00, \$25.00, \$35.00 co-pay for a 30 day supply. The \$4,000 Health Savings Account, employee pays for all prescriptions until the maximum deductible is met. All full-time city employees will be eligible for term life insurance and city health insurance on the first day of the month following 30 days of employment with the city. Family cost \$2k plan is \$839.68 per month. Family cost H.S.A. is \$689.38 per month.

Supplemental Insurance: The employee has the option to enroll in the following supplemental insurance: AFLAC products, Delta Dental, Vision Service Plan (VSP). 100% of the premium is paid by the employee with pre-tax dollars after the completion of 1040 regular work hours.

Term Life: \$25,000.00 Term Life is available. The city pays 50% of the premium.