

CIVIL SERVICE CALL

City of Huron

12-18-2018

Golf Maintenance Supervisor – Golf Course

- **Duties:** Responsible for maintenance and operation of city owned golf courses including snow events at the Airport.

- **Comprehensive Benefit Package to include:**
 - Health Insurance Plan
 - Retirement Plan
 - Term Life Insurance Plan
 - Vacation / Sick Leave
 - Hourly Wage: \$19.37 per hour

- **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
 - **George Merkel, Civil Service Secretary/Examiner**
P.O. Box 226, Huron SD 57350
Phone: 605-352-4226

- **APPLICATION DEADLINE:** Open until filled

****If you have applied for a position within the last 6 months please contact George Merkel at 352-4226 for application instructions. EOE.**

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 \$842.67 per month. Family cost H.S.A. is \$689.37 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.

**City of Huron
Job Description**

JOB TITLE: Golf Maintenance Supervisor
DEPARTMENT: Golf Course & Airport
ACCOUNTABLE TO: Golf Course Superintendent & Airport Manager

PRIMARY OBJECTIVE OF POSITION: Under general supervision assists in the responsibility of maintenance and operation of city owned golf courses and for snow events at the Airport. Work varies, requiring individual judgment and decision making within well established Federal and State Regulations and Policies.

ESSENTIAL JOB FUNCTIONS: Physical demands include bending, sitting, walking, crawling, crouching, stooping, kneeling, and lifting up to 50#'s (greater with assistance). Work is regularly performed in uncontrollable outside weather conditions of heat, cold, dampness, loud noises and is exposed to toxic or caustic chemicals. Must possess a current South Dakota (G, 4 & 9) Pesticide Applicator's License and Mosquito Control with Public Health endorsement within 30 days of employment. Must possess a valid CDL Class B License within 30 calendar days of employment. May have to submit to and pass a TSA background check as a condition of employment in the event air service would return.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Assists in directing all golf course operations; operates equipment necessary in the maintenance and improvement of Golf Course grounds, irrigation systems, drainage systems, and structures; sets and monitors electronic irrigation timers, makes necessary repairs to the irrigation systems, including sprinkler heads and valves; reports any problems with equipment, structures, irrigation systems, or grounds; applies prescribed pesticides, (fertilizers, insecticides, and fungicides), mosquito abatement in compliance with Federal and State Regulations to designated areas, and exercises care not to injure the turf, trees, shrubs, flowers, or wildlife; plants, trims, sprays, and maintains trees, shrubs, and flowers; performs such duties and assignments as directed.
- Operates light and heavy equipment to remove snow and ice from the runway, airport grounds, and golf properties; equipment may include dump truck, snow plow and blower, sander, and other equipment; spreads de-icer on public passageways to prevent ice buildup, cleans and removes litter from grounds and facilities; shovels snow from walks and driveways.
- At the airport participates in safety training, field inspection procedures training, TSA and Security training, Airport Emergency Plan training; may participate in the event of aircraft accidents, fires, or other emergencies; attends other meetings, training, and seminars as deemed appropriate.
- Prepares routine daily log of activities, keeps records and monitors pesticides and chemicals used; shares the responsibility for facilities and equipment of considerable value requiring care; contacts and communications are frequent with employees,

JOB TITLE: Golf Maintenance Supervisor (continued)

Approved: 12/17/18

- government agencies, and the public requiring tact, courtesy, and confidentiality; Work is performed in a generally uncontrollable environment and the duties require that the use of proper safety equipment and procedures to prevent injury is a daily concern.

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

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School Diploma or GED Certification supplemented by technical education or training in Turf Management Golf Course Maintenance, or related field; Plus two (2) years related golf course experience required. Must possess a South Dakota Pesticide (G, 4, & 9) Applicator's License and Mosquito Control Certification with Public Health endorsement within 30 calendar days of employment and shall maintain such Certifications throughout employment. May have to submit to and pass a TSA background check as a condition of employment in the event air service would return. Must possess a valid South Dakota CDL Class B License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Uses knowledge and training in operating equipment necessary in the maintenance and improvement of Golf Course grounds, irrigation systems, drainage systems, and structures;

Is Certified in the application of prescribed pesticides, (fertilizers, insecticides, and fungicides) and mosquito abatement in compliance with Federal and State Regulations;

In the winter months, removes snow and ice from the airport runway, airport grounds, and golf properties, keeping them free of snow and ice, and assuring the safety of aircraft, individuals, and the public;

Participates in safety training, airfield inspection procedures training, TSA and Security training, Airport Emergency Plan training;

Assists in the event of aircraft accidents, fires, or other emergencies, as needed and directed;

Work is 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.