

**CITY OF GONZALES**  
**POSITION DESCRIPTION**

**TITLE:** Golf Course Superintendent  
**DEPARTMENT:** Independence Golf Course

**JOB:** Full-time  
**FLSA STATUS:** Non-Exempt

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**Summary:** Under general direction of the Parks and Recreation Director and as established by City Council, is responsible for planning and oversees the day-to-day maintenance and operation of the Golf Course, as well as maintenance of RV sites. This position directly reports to the Parks and Recreation Director for supervision.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Operates light equipment such as tractor, mower, chainsaw, weed eater, back pack blower, or truck as required.
- Mows, weed eats, waters, overseeds, topdresses, aerify and fertilize greens and fairways.
- Regularly inspects golf course and oversees needed changes or repairs.
- Must understand the rules of golf and be up-to-date on federal, state and local laws on golf course operations.
- Responsible for interviewing, hiring, training and supervising employees.
- Provides input on employee evaluations and discipline of employees.
- Responsible for keeping track of and completing timesheets.
- Responsible for closing cash register and keeping account of golf course transactions. There is an (X) report ran to see how much was sold for the day and then a (Z) report is ran to clear out the register for the next business day. A daily cash report is filled out by the cashier and the report and money collected for the day is turned into City Hall.
- Participate in all required staff development trainings and staff meetings.
- Performs routine inspections to ensure vehicle/equipment is in proper working condition.
- Loads, transports, and unloads necessary materials for assigned projects.
- Performs routine maintenance and repairs on irrigation systems.
- Performs minor design changes and improvements to the golf course.
- Services and make minor repairs on equipment.
- Performs routine maintenance to landscape areas.
- Maintains appropriate inventory of retail items, concession items, equipment and supplies.
- May attend educational seminars designated by Supervisor.
- Assists in preparing annual departmental budget.
- Reports any problems or concerns to Supervisor.
- Ability to work weekends and special events.
- Other duties as assigned.

**Required Knowledge and Skills:**

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds
- Must have knowledge of operating Golf Course equipment.
- Must have knowledge of turf management skills, including overseeding, topdressing, airifying and fertilizing of greens and fairways.
- Must be able to supervise and motivate employees.
- Must be able maintain effective working relationships with other departments.
- Must be able to communicate verbally and follow written and oral instructions.
- Must observe all safety rules and procedures, and report unsafe working conditions to Supervisor.
- Must be able to work effectively and cooperatively with co-workers and Supervisor.

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- Must be able to work with persons from all social groups.
- Must be able to demonstrate mature and sound judgment when making decisions.
- Must be able to coordinate work schedule for Golf Course employees.

**Required Education, Experience, and Certifications:**

- High School Diploma or equivalent.
- State of Texas Class C Driver's License.
- Two-Four year degree in Golf Course Management, Landscaping Design, and etc.is preferred.
- One-Two years of experience as a Golf Course Superintendent is preferred.
- Non-Commercial Applicator's Certification is preferred.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an inside/outside environment.
- May be subject to standing, walking, bending, reaching, kneeling and lifting (up to 50 lbs.).

**Equipment and Tools Utilized:**

- Equipment utilized may include computer, copier, calculator, and standard office equipment.
- Equipment utilized may include City vehicle, mower, weed eater, pole-saw, back pack blower, chain-saw, edger, sprayer, shovel, rake, broom, drill, and other maintenance related tools and equipment.

Must be able to pass criminal history background check, pre-employment drug screen and pre-employment physical.

Applications for employment may be found at [www.gonzales.texas.gov](http://www.gonzales.texas.gov) or at the City of Gonzales-City Hall 820. St Joseph. Please submit applications- Attn: Kristina Vega at 820 St Joseph or PO Box 547 Gonzales, TX 78629. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.