

FOREMAN, GOLF MAINTENANCE

Definition

The Foreman performs supervisory, administrative, maintenance work directing work crews undertaking general maintenance of the municipal golf course and related equipment; all other related work, as required.

Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Supervises work crews engaged in the maintenance of the golf course; assists in scheduling projects and making work assignments, and defines work methods and procedures.

Assists in the planning, lay-out and supervision of the construction and maintenance of the golf course; directs construction projects and oversee maintenance practices; instruct and supervises maintenance in the use of equipment, in building and maintaining greens, roads and paths.

Supervises mechanics serving and repairing motorized and mechanical equipment used on the golf course; maintains and repairs the irrigation and drainage systems; operates pumps and related equipment; sprays pesticides on greens, tees, fairways and roughs.

Operates hydraulic equipment and heavy equipment, such as forklifts, tractors and backhoes.

Performs similar or related work, as required, or as situation dictates.

Supervision

Works under the general direction of the Golf Course Superintendent; performs responsible duties requiring judgment in organizing and directing assigned crews, providing instructions and advice on the maintenance of the golf course.

Supervisory Responsibilities

Supervises approximately eight (8) to ten (10) full-time and seasonal employees.

Work Environment

Work is generally performed outdoors under variable weather conditions and near hazards associated with construction sites, traffic, chemicals and emergency situations. The work load is subject to fluctuations, due to weather.

Employee operates standard office equipment, hand and power tools, light trucks and heavy equipment. Employee has contact with the general public and other town departments by telephone and in person.

The employee has access to bid document and personnel files. Errors could result in delay or loss of service, personal injury, injury to others, damage to equipment or property, monetary loss and legal repercussions.

Recommended Minimum Qualifications

Education and Experience

High school diploma required, Associates' Degree in Turf Management or related field preferred; additional training in agronomy or horticulture desirable; Minimum five years of experience in golf course maintenance; Minimum one year supervisory experience; or an equivalent combination of education and experience.

Additional Requirement

Valid Massachusetts Hoisting License; Valid Massachusetts Driver's License; Valid Massachusetts Pesticide License

Knowledge, Ability and Skill

Thorough knowledge of procedures, equipment, materials and tools relative to the maintenance and construction of golf courses; practical knowledge of planning the work of work crews; working knowledge of plumbing, design and operation of irrigation systems; knowledge of landscaping; knowledge of pesticides, heavy equipment and equipment maintenance. Knowledge or willingness and ability to learn state and local laws and procedures required to become proficient.

Ability to plan for projects and determine the personnel, equipment and material required to accomplish tasks; ability to supervise crews and projects; ability to operate light and heavy motor equipment safely; ability to establish and maintain effective working relationships with the public; ability to communicate effectively orally and in writing.

Interpersonal and supervisory skills; skill in operating required equipment.

Physical Requirements

Moderate physical effort is generally required to perform duties. The employee is frequently required to use hands to operate equipment, walk, reach, stand, stoop, and climb. The employee is occasionally required to lift, move, and/or push items weighing up to 60 pounds. Vision requirements include the ability to read documents and operate equipment and motor vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.