

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G6**

**CONSIDERATION OF NEW AND AMENDED JOB  
DESCRIPTIONS FOR SEWARD GOLF COURSE - Bruce Smith**

*Amended - Park/Recreation/Cemetery Director*

*New - Golf Course Grounds Superintendent*

*New - Golf Shop Manager*

*New - Golf Shop Seasonal Employee*

*Amended - Public Properties/Recreation/Golf and Street Summer Laborer*

**Administrative Report:** Due to the purchasing of assets of the Seward Golf Course, employee job descriptions were created and amended to allow for the management, operation and maintenance of the golf course.

**Following review and discussion, a motion to approve the job descriptions would be in order.**

**Staff Contact:**

JOB TITLE: PARK/RECREATION/CEMETERY DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with City Code.

JOB SUMMARY: Performs supervisory/administrative work in the implementation of all City Recreation programs/services; oversees and participates in maintenance of athletic fields and operation of City Pool facilities and golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Supervises and participates in the development of recreation and pool operational and maintenance policies; plans, organizes, implements, supervises and reviews city recreation programs/services for youth and adults; supervises recreation personnel and oversees the supervision of pool employees; provides direction, guidance and assistance to pool manager and monitors pool operations; supervises and assists with maintenance/preparation of athletic fields, giving technical assistance as needed; develops and implements preventive maintenance programs for recreation equipment facilities; coordinates with Water/Wastewater Superintendent in developing and implementing preventive maintenance programs for pool equipment/facilities; organizes, schedules and assists with registration for recreation programs; plans and organizes all work including scheduling and follow-up inspections; schedules facilities and personnel for recreation activities; participates in department budget planning process and manages budgets; recommends hiring and firing of employees; recruits, hires and trains coaches, instructors, officials and umpires for varied recreation activities; recruits volunteers to provide supervision of recreation activities; evaluates employee work performance.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Attends departmental, staff and other meetings as required; attends meetings of the Mayor and City Council, Park & Recreation Board and Cemetery Board; prepares required reports for City Administrator and keeps him/her briefed on department projects/activities as well as any problems may represent City Administrator at Park & Recreation Board meetings; works with City Purchasing Agent in procurement of supplies; keeps up-to-date and informed in all local, state and federal codes and regulations relating to pool operations; coordinates city recreation programs with other civic organizations providing recreational facilities and/or programs; works closely with the public involved with recreation programs or who use the pool, listening to concerns and solving problems that may occur; serves as pool operator when necessary; assists Public Works Department in mowing and maintaining recreation and pool buildings and grounds.

SKILLS/ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with the public, and other city departments; High degree of organization skills required to effectively administer City recreation programs; ability to plan, schedule, instruct and supervise work of employees; ability to work under all types of weather conditions; ability to work evenings/weekends; ability to lift 50 lbs. bags of seed or fertilizer; ability to lift and empty 75 lb. trash containers weekly; ability to carry, push, or pull a variety of tools, equipment and materials; ability to climb, balance, stoop kneel and work in a crouched position; perform weed trimming duties - operate a 20 lb. trimmer for long periods of time; ability to inspect equipment to be used each day to insure that it is safe and in proper working condition; thorough knowledge of turf and groundcovers, their establishment and maintenance and proper use; ability to climb up onto and down from equipment; ability to type from copy at the rate of 25 wpm.

TRAINING AND EXPERIENCE: Graduation from high school and five years of progressively responsible experience in the recreation field; three years of which involve supervisory experience; completion of formal training in recreation or related field; one to two years experience with various computer programs and functions; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Able to operate recreation and pool programs during

JOB TITLE: Golf Course Grounds Superintendent (Salaried - Exempt)

POSITION REPORTS TO: Park/Recreation/Cemetery Director

JOB SUMMARY: Under the direction of the Park/Recreation/Cemetery/Golf Director, plans, coordinates, directs, supervises and participates in the maintenance, repair and construction of the municipal golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (with or without reasonable accommodation)

Supervises and participates in the daily maintenance activities of the golf course. Plans and schedules projects to minimize impact on the golfing public. Responsible for the supervision of subordinate personnel and proper organization of daily activities including: prioritizing work assignments, assigning daily tasks and coordinating crews and equipment. Conducts daily inspection of the turf and soil conditions; schedules frequency of irrigation and determines amount and timing of fertilizer and chemical applications. Supervises and participates in the maintenance and operation of the golf course irrigation system. Plans and implements tree plantings, cart path construction, and course preparation for golf tournaments and special events. Works closely with the Golf Clubhouse Manager on special events and feedback from golf players. Performs personnel evaluations and assists in employee recruitment, training and discipline. Responsible for requisitioning necessary materials, equipment and supplies, as well as, maintaining an inventory of such. Supervises and participates in the maintenance and preventative maintenance of all golf course equipment. Plants, mows, trims, waters, fertilizes and sprays turf grass as directed. Plants, trims, waters, cuts, fertilizes and sprays trees and other ornamental plants as directed. Assists in annual budget preparation and monitors project expenses to ensure budget compliance. Ensures proper and safe use of chemicals and pesticides. Addresses citizen questions and inquiries. Takes corrective action to improve services to the public. Prepares reports and maintains records. Conducts basic facility maintenance and janitorial work. During non-peak times may assist in other areas of the Public Works Department as directed. Attends meetings and seminars as required. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS: Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking standing, kneeling, bending, crouching, reaching, climbing, digging and scooping with a shovel, raking, and shoveling snow. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift 20 pounds frequently and repeatedly and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough and irregular terrain. Must have sufficient stamina to engage in such activities for prolonged periods of time. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

TRAINING AND EXPERIENCE:

Graduation from an accredited high school or GED equivalent required; Associate or Bachelor's degree in horticultural science or related field preferred. Three (3) to five (5) years experience of a progressively responsible nature in greenskeeping, landscaping or general grounds maintenance. Golf course superintendent certification preferred. Must possess

JOB TITLE: Golf Shop Manager (Salaried: Exempt)

POSITION REPORTS TO: Park/Recreation/Cemetery/Golf Director

JOB SUMMARY: Under the general direction of the Park/Recreation/Cemetery/Golf Director, responsible for the management and operation of municipal nine hole golf course, pro shop and concessions area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (with or without reasonable accommodation)

Supervises and participates in the management and operation of the municipal golf course, including golf course clubhouse and concession operation, cart maintenance, rentals, programming, golf events, pro-shop operations and related functions. Responsible for pro-shop functions including collecting green fees, reserving tee times, and scheduling, coordinating and supervising leagues (including computer generated handicapping, tournaments and special events. Oversees the concession stand including ordering food and beverages and maintaining snack bar inventory. Responsible for cash and daily bank deposits. Responsible for the maintenance and cleaning of the clubhouse, including restrooms, basement, storage rooms and exterior patio. Also identifies and advises the Park/Recreation/Cemetery/Golf Director regarding building and facility related issues. Works closely with Golf Course superintendent on special events and feedback from golf players. Responsible for leagues and computer generated handicapping. Responsible for the supervision of subordinate personnel and proper organization of daily activities. Performs personnel evaluations and assists in employee recruitment, training and discipline. Responsible for requisitioning necessary materials, equipment and supplies, as well as, maintaining an inventory of such. Directs staff in the maintenance of carts. Represents the City at activities or functions to market and promote the golf course and encourage play. Assists in annual budget preparation and monitors expenses to ensure budget compliance. Assists in the development of long and short-term golf course improvement plans. Prepares reports and maintains records, including a daily accounting of all revenues and expenses. Responds to citizen inquiries, complaints and information requests; explains and enforces golf rules and regulations. Assists public and answers and directs phone calls. Assists in compiling and maintaining program mailing lists. Completes and files information as needed, including accident/incident forms. Responsible for the development and implementation of safety and training programs. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

Work is performed both indoors and outdoors year round. Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous. For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity. While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Must possess hand/eye/foot coordination adequate to play golf, operate a variety of equipment and operate a vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 50 pounds.

TRAINING AND EXPERIENCE:

Must possess a valid driver's license. Graduation from an accredited high

school or GED equivalent. Five (5) years experience in playing golf and the ability to be certified as a PGA Class A-Golf Pro by the Professional Golfers Association is preferred. Two (2) years of experience in supervising employees. Must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to managing a liquor license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge and understanding of golf course principles, concepts and techniques. Thorough knowledge of principles, objectives, practices and procedures of the administration of public golf courses. Ability to plan, execute and evaluate programs on a continuing basis. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons. Ability to communicate effectively, both orally and in writing. Ability to prepare and maintain accurate records and reports. Conflict management skills. Knowledge of leagues, tournament scheduling, running tee sheets and daily play. Knowledge and understanding of golf rules and etiquette. Knowledge and understanding of golf clubhouse maintenance. Skills in budgeting, merchandising, pricing and inventory control. Ability to plan, schedule, coordinate, evaluate and supervise the duties of a 7-day a week operation; and skilled and semi-skilled staff. Basic computer skills and ability to use MS Office products. Basic mathematical skills and money-changing skills. Ability to promote golf within the community. Ability to operate equipment such as a photocopier, fax machine, risograph, postage meter, credit card system, security system, public address system, snack bar equipment, golf cart and cash register. Ability to provide own transportation and operate motorized vehicles as required. Ability to work varying schedules, including early mornings, evenings, weekends and holidays. Ability to consistently maintain regular and dependable attendance.

Created 12-15

JOB TITLE: GOLF SHOP SEASONAL EMPLOYEE (Hourly: Non-exempt)

POSITION REPORTS TO: Golf Shop Manager

JOB SUMMARY: Under the general direction of the Golf Course Clubhouse Manager, assists with the management and operation of municipal nine-hole golf course, pro shop and concessions area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (with or without reasonable accommodation)

Assists in the overall management of the 9-hole municipal golf course. Sets up daily tee sheets and sends players out to golf. Responds to citizen inquiries, complaints and information requests; explains and enforces golf rules and regulations. Assists with scheduling, coordinating and supervising leagues, tournament operations and group outings. Computes handicaps, schedules tee times. Sells merchandise, concessions and collects green fees. Assists with marketing and promoting the golf course. Performs housekeeping duties in and around the clubhouse. Assists in training golf clubhouse seasonal employees. Assists in public and answers and directs phone calls. Assists in compiling and maintain program mailing lists. Completes and files information as needed, including accident/incident forms. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS: The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job. Work is performed both indoors and outdoors year round. Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous. For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity. While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finer, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Must possess hand/eye/foot coordination adequate to play golf, operate a variety of equipment and operate a vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 50 pounds.

TRAINING AND EXPERIENCE:

Must possess a valid driver's license. Graduation from an accredited high school or GED equivalent. Three (3) years experience in playing golf. Must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to managing a liquor license.

KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of golf course principles, concepts and techniques. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons. Ability to communicate effectively, both orally and in writing. Ability to prepare and maintain accurate records and reports. Ability to oversee staff. Conflict management skills. Knowledge of leagues, tournament scheduling, running tee sheets and daily play. Knowledge and understanding of golf rules and etiquette. Knowledge and understanding of golf clubhouse maintenance. Ability to assist with marketing and public relations. Basic computer skills. Basic mathematical skills and money-changing skills. Ability to promote golf within

the community. Ability to operate equipment such as a photocopier, fax machine, risograph, postage meter, credit card system, security system, public address system, snack bar equipment, golf cart and cash register. Ability to provide own transportation and operate motorized vehicles as required. Ability to work varying schedules, including early mornings, evenings, weekends and holidays. Ability to consistently maintain regular and dependable attendance.

Created 12-15

DRAFT

JOB TITLE: PUBLIC PROPERTIES/RECREATION/GOLF AND STREET SUMMER LABORER  
(Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Parks/Recreation/Cemetery Director.

JOB SUMMARY: Under supervision performs most operations involved in the care and maintenance of parks, cemeteries, and other city-owned facilities and grounds; assists as needed with maintenance and preparation of athletic fields for games during the baseball/softball season.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists higher level workers in daily care and maintenance to most city-owned buildings & grounds (Parks, Golf Course, Cemeteries, City Hall, Fire Station, Swimming Pool and Library) including, but not limited to: mowing and raking grass, edging of walks, trimming markers/monuments, watering and weeding of plantings and flower beds, pest and weed control, tree trimming/removal, picking up fallen tree limbs and litter; performs routine upkeep of city-owned buildings and playground equipment including painting and minor repairs; operates and maintains various types of equipment including power mowers, chain saws, weed trimmers, edgers, weed sprayer, rototiller, small tractors with grounds maintenance attachments, and light duty trucks to pickup and deliver materials/supplies.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists with weed and pest control applications as required; performs seeding and fertilizing operations to turf as required; performs pruning, fertilization, watering and removal of shrubbery and trees as needed; plants and maintains annual flower beds; assists with cleaning and maintenance of park buildings and restrooms; assists Street Division with maintenance of streets and Recycling Center; assists Recreation Department with maintenance and preparation (dragging, chalking) of athletic fields; assists in maintenance/mowing; performs related work as required.

SKILLS/ABILITIES: Ability to work under adverse weather conditions; ability to lift 50 lbs. of material; ability to lift and empty 75 lb. trash containers weekly; ability to carry, push or pull a variety of tools, equipment and materials; ability to climb, balance, stoop, kneel and work in a crouched position for extended periods of time; ability to perform weed trimming duties and operate a 20 lb. trimmer for long periods of time; ability to work evenings/weekends; ability to work 18 hour shifts with snow removal; ability to inspect equipment to be used each day to insure that it is safe and in proper working condition; good oral communication skills required to effectively communicate on a daily basis with the public, coworkers and other departments; ability to operate a two-way radio; ability to climb up onto and down from equipment.

TRAINING AND EXPERIENCE: Some experience as a laborer or maintenance worker of grounds, buildings or other facilities, or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Must be 18 years of age or older and possess a valid driver's license.

Updated 12-15