



CITY OF SAN CLEMENTE
Human Resources Division 910 Calle Negocio #300
San Clemente, CA 92673
<http://san-clemente.org/jobs>

**invites applications for the position of:
Golf Course Maintenance Leadworker
(Assistant Superintendent)**

An Equal Opportunity Employer

SALARY: \$29.10 - \$35.37 Hourly
\$5,044.00 - \$6,130.80 Monthly
\$60,528.00 - \$73,569.60 Annually

OPENING DATE: 04/20/21

CLOSING DATE: 05/04/21 11:59 PM

DESCRIPTION:

This recruitment is limited to the first 50 applications.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To lead, oversee and perform skilled grounds maintenance work at the City's golf course; to coordinate assigned activities with other divisions, outside agencies, and the general public; to provide staffing assistance to the Golf Course Manager; and to perform related duties assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Golf Course Groundskeeper series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the operation of applicable vehicular and stationary equipment and the most complex maintenance and construction tasks. The Maintenance Lead Worker may also oversee an assigned crew or provide lead supervision over lower level maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

May exercise functional and technical supervision over lower level maintenance staff.

MINIMUM QUALIFICATIONS & THE IDEAL CANDIDATE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are:

Experience:

Three years of increasingly responsible experience performing golf course maintenance, construction, or repair work.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in grounds maintenance work.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license. Possession of, or the ability to obtain a Qualified Applicator's License within twelve (12) months from date of hire.

Highly Desirable:

A Certificate or Degree in Turf Grass Management or Horticulture

Knowledge of:

- Operations, services, and activities of a golf course maintenance program.
- Components of irrigation systems including software and maintenance.
- Principles of lead supervision and training.
- Methods and techniques of construction, maintenance and repair related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- Occupational hazards and standard safety practices.
- Proper procedures for mixing and spraying pesticides and herbicides.

Ability to:

- Perform skilled maintenance, construction and repair work in the area of work assigned.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Read and interpret basic maps and blueprints.
- Perform heavy manual labor.
- Work independently in the absence of supervision.
- Interpret and explain City policies and procedures.
- Coordinate the work of lower level staff.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

EXAMPLES OF DUTIES:

Essential responsibilities and duties include, but are not limited to, the following:

1. Maintain greens, fairways, landing areas, tees, roughs and practice areas, including mowing, weedeating and aerifying; inspect areas for wetness and dryness. Perform maintenance on club house; clean and maintain inside; trim, mow and edge around outside.
2. Reconstruct tees and greens section of fairways; maintain bunkers and sand traps and repair divots throughout the golf course; and fertilize playing areas.
3. Gather information on maintenance equipment, parts and products as needed.
4. Assist in the construction of capital improvements projects.
5. Assist in the daily operation and repair of the irrigation system.
6. Assist in the training and operation of all grounds maintenance equipment; monitor use of appropriate supplies, tools, and equipment.
7. Establish schedules and methods for providing golf course maintenance services; identify resource needs; review needs with appropriate management or supervisory staff; allocate resources accordingly.

8. Utilize proper safety precautions related to all work performed.
9. Train and oversee a crew or supervise lower level maintenance staff.
10. Respond to public inquiries in a courteous manner; provide general information about the golf course; resolve complaints in an efficient and timely manner.
11. Coordinate maintenance activities with those of other divisions and outside agencies and organizations.
12. Estimate time, material, and equipment needed to perform assigned maintenance activities; maintain accurate records of maintenance repairs and services.
13. Perform mechanical and electrical maintenance on facilities and equipment; inventory and purchase supplies, equipment and chemicals needed for golf course grounds maintenance.
14. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
15. Respond to emergencies as needed; coordinate and assign work crews during emergencies.
16. Perform related duties and responsibilities as required.

SUPPLEMENTAL INFORMATION:

This position has a working title of Assistant Superintendent.

APPLICATION AND SELECTION PROCEDURE: All applicants must submit a completed City of San Clemente application form and supplemental questionnaire in order to be considered. Applications will not be accepted by fax or email.

Applications must be submitted via the City's web site at <http://san-clemente.org/jobs>. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of written, performance, or oral exams to evaluate the applicant's skill, training, and experience.

Prior to employment, the prospective candidate must successfully complete a background review, medical examination, including drug screen, and be fingerprinted, all at City expense. If selected, written identification showing entitlement to legally work in the United States will be required.

EQUAL OPPORTUNITY EMPLOYER

Employment decisions are made without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, pregnancy, childbirth, or related medical conditions, gender, gender identity, gender expression, genetic information, or age.

In accordance with the ADA, candidates that require accommodation to perform the tasks of this position should contact Human Resources to inform them of the accommodation requested.

NOTE: The provisions of this bulletin do not constitute an express or implied contract and any provisions contained herein may be modified or revoked without notice.

- * 1. Is your level of education equivalent to completion of the 12th grade or higher?
 Yes No

- * 2. Do you possess a valid Class C California driver's license?
 Yes No

- * 3. Do you possess a Qualified Applicator's License or will you be able to obtain one within 12 months from hire?
 Yes No

- * 4. Do you have experience leading and/or training lower level staff?
 Yes No

- * 5. Do you have a minimum 3 years of increasingly responsible experience performing golf course maintenance, construction, or repair work?
 Yes No

- * 6. Do you currently hold any valid certificates or degrees in Turf Grass Management or Horticulture? Please elaborate.

- * 7. Describe your experience working with all components of irrigation systems, including maintenance and software.

- * Required Question