

JOB DESCRIPTION

TITLE:	Lincoln Golf Course Assistant Superintendent/Altru Sports Complex Assistant Facility Supervisor	GRADE:	14
INCUMBENT:	Open	PAY TYPE:	Non-Exempt
REPORTS TO:	Lincoln Golf Course Superintendent & Altru Sports Complex Facility Coordinator	REVISED:	4/20/26

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

OVERVIEW:
This position reports directly to the Lincoln Golf Course Superintendent during the spring, summer, and fall months and the Altru Sports Complex Facility Coordinator during the winter months. The Lincoln Golf Course Assistant Superintendent participates in the maintenance of the golf course including, but not limited to: all turfgrass areas, irrigation systems, turf equipment, and cart paths. During the winter months this position is responsible for assisting with building supervision, maintenance, and operations of Altru Sports Complex
DUTIES/RESPONSIBILITIES/STANDARDS:
Critical Element #1
General expectations
<ul style="list-style-type: none"> • Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District. • Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public. • Assist other departments to promote the overall mission of the Grand Forks Park District. • Assist with special projects and tasks as assigned. • Ensure a safe, secure, and legal work environment.
Critical Element #2
Assistant/Limited Supervisory
<ul style="list-style-type: none"> • May assist with the supervision and the training of full-time, part-time, and/or seasonal staff. • Lead staff by direction and example to provide our parks, programs, facilities, and other services with a positive and enjoyable experience for all employees and citizens of Grand Forks. • Treat all staff with fairness, respect, and impartiality.
Critical Element #3
Assists the Golf Course Superintendent with maintenance and operations of the golf course grounds and equipment.
<ul style="list-style-type: none"> • Operates and maintains all golf course equipment, during the golf season, according to manufacturer and department standards. • Monitors pump house and assist in the operation and maintenance of the irrigation system during the golf season. • Properly winterizes the irrigation system according to manufacturer and department standards. • Assist the Superintendent with quality control operations of the golf course grounds and monitoring the golf course budget. • Perform daily, weekly, and monthly checks on equipment and any preventative maintenance required during the golf season.

Critical Element #4
Aids the Golf Course Superintendent with properly applying herbicides, fungicides, fertilizers, and other chemicals related to golf course maintenance
<ul style="list-style-type: none"> • Follows all federal, state, and local guidelines pertaining to the chemical(s) being applied. • Stores and records all chemicals according to department procedures. • Obtain and maintain a current pesticide applicators license. • Follow the Best Management Practices (BMP) for the region.
Critical Element #5
Assist the Facility Coordinator with the maintenance and operation of the Altru Sports Complex
<ul style="list-style-type: none"> • Assists in the maintenance of the building's mechanical, plumbing, and electrical systems, ensuring they are operating in a safe and economical manner. This could include daily inspections of all building operating systems. • Help develop and coordinate all cleaning and maintenance policies and procedures to meet industry standards in all areas of the Altru Sports Complex (turf area, pickleball courts, swimming pools, hard courts, and athletic development areas). • Service equipment according to manufacturer and department standards. • Coordinate in-house and contracted facility and equipment inspections for repairs, violations, or conditions that may be unsafe and ensure appropriate repairs are completed. • Supervision of Altru Sports Complex Facility/Maintenance staff. Includes maintaining proper records related to staff and all work performed. • Set-up for tournaments/events that take place in the Altru Sports Complex.
Critical Element #6
Supervise grounds and patio areas maintenance at the Altru Sports Complex
<ul style="list-style-type: none"> • Assist in performing all mowing and trimming requirements around the Altru Sports Complex. • Supervision of all winter maintenance work around the building and grounds. This includes snow removal of all sidewalks and emergency exits around the building. • Inspect all areas that are maintained on a weekly basis. • Keep records of all work performed.
Critical Element #7
Serve as an effective member of the Altru Sports Complex management team
<ul style="list-style-type: none"> • Meet regularly with the Altru Sports Complex Facility Coordinator to assist with setting, implementing, and evaluating policies and procedures. • Ensure proper facility opening and closing procedures are completed. Upon closing the facility, ensure the facility is secured and all customers and employees have safely exited the premises. • Oversee and support all facility staff, especially but not limited to the customer service staff and facility/maintenance staff, to ensure Altru Sports Complex standards are met. • Assist customers with questions or concerns in a manner that meets the customer service standards of Altru Sports Complex. • Address building and emergency issues as able and contact appropriate staff for assistance as needed.
KNOWLEDGE/SKILLS/ABILITIES:
<ul style="list-style-type: none"> • A minimum of one-year experience in grounds maintenance, building maintenance, equipment maintenance, or a related field is preferred. • Educational experience of a certification or degree in a technical program, golf course maintenance, or a related field is preferred. • Experience in supervising personnel is preferred. • Possesses a valid driver's license and be insurable with the Grand Forks Park District insurance carrier.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:				
Location	Lincoln Golf Course and Maintenance Shop / Altru Sports Complex			
Hours	General Summer Hours: Monday – Friday 6:00 a.m. – 2:00 p.m. with 1-2 weekends per month 6:00 a.m. – 9:00 a.m.; Roughly 40-50 hours per week during golf season Winter Hours: Normal hours of operation for Altru Sports Complex generally are 5:00 a.m. – 10:00 p.m. Monday – Friday and 7:30 am – 8:00 p.m. weekends. Each position may consist of a shift rotation depending on the hours of operation, programs, events, activities of the season, and assigned manager on duty shifts. Some early morning opening, evening closing, and weekend shifts may be required.			
All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.				
Functional Job Duties	Rarely	Occasionally	Frequently	Continuously
General Activity				
Drive				X
Sit			X	
Stand/Walk			X	
Bend/Squat			X	
Kneel/Crawl		X		
Push/Pull			X	
Climb		X		
Twist/Turn			X	
Work at heights		X		
Weight Lifted/Force Exerted				
Reach/Lift/Carry – up to 25 lbs.				X
Reach/Lift/Carry – up to 50 lbs.			X	
Reach/Lift/Carry – up to 100 lbs.		X		
Reach/Lift/Carry – more than 100 lbs.		X		
Working Environment				
Indoors				X
Outdoors				X
Loud Noise/Vibration			X	
Fumes			X	
Near Moving Mechanical Parts				X
Risk of Electrical Shock		X		
Toxic/Caustic Chemicals/Radiation			X	
Extreme cold/heat (non-weather)				X
Repetitive Motion – motor function				
Dominant Hand				X
Non-Dominant Hand				X
Right Foot/Left Foot				X
Mental Demands				
Attention Span/Concentration				X
Memory/Problem Solving/Conceptualization				X
Patience/Influence People/Relate to Others				X
Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.				