

JOB DESCRIPTION

TITLE:	Lincoln Golf Course Assistant Superintendent/Facility Assistant Supervisor (ICON & AWW)		
INCUMBENT:	open	REVISED:	3/7/2023
REPORTS TO:	Lincoln Golf Course Superintendent/Facility Supervisor (ICON & AWW)	PAY TYPE:	Non-Exempt

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 Facility Supervisor during the winter months. The Lincoln Golf Course Assistant Superintendent participates in the maintenance of the golf course grounds and equipment including, but not limited to tees, greens, fairways, mowers, and utility vehicles. During the winter months this position is responsible for assisting with the supervising building maintenance and operation of indoor ice facilities and building grounds.
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 a positive and enjoyable experience for all employees and citizens of Grand Forks. Treat all staff with fairness, respect, and impartiality.
Critical Element #3
Assist with maintenance and operations of the golf course grounds and equipment. <ul style="list-style-type: none"> Operate and maintain all golf course equipment, during golf season, according to manufacturer and department standards. Monitor and maintain the irrigation system during golf season. Keep all piping and electrical in good, neat operating condition. Properly winterize the irrigation system to manufacturer's guidelines and department procedures. Monitor all pumping equipment daily when the system is operating. Maintain the irrigation system during golf season. Assist with the quality control operations of the golf course and monitoring the golf course budget.

Critical Element #4
Assist with applying herbicides, fungicides, fertilizers, and other chemicals to related to golf course maintenance
<ul style="list-style-type: none"> • Follow all federal, state, and local guidelines pertaining to the chemical(s) being used. • Store and record all chemicals according to department procedures. • Maintain a current pesticide applicators license. • Follow the Best Management Practices (BMP) for the region.
Critical Element #5
Assist with maintaining ICON Sports Center.
<ul style="list-style-type: none"> • Assist with maintaining the task of keeping the building's mechanical, plumbing, and electrical system operating in a safe and economical manner. Includes daily inspections of all building operating systems. • Manage the flooding and maintaining of indoor ice and maintains ice making equipment. Operates the ice resurfacing equipment to perform edging, chipping, and flooding. Perform daily ice maintenance in accordance with arena schedules. • Service equipment in accordance with department and manufacturer's standards. • Perform facility maintenance including all custodial tasks and interior and exterior building maintenance and repair. • Install and maintain artificial ice throughout the arena skating season and remove ice sheet at the end of the skating season. • Keep accurate service records all of equipment maintenance performed according to department procedures. • Perform various other duties as needed assigned by supervisor.
Critical Element #6
Operate snow removal equipment when performing ground maintenance duties at Altru Wellness Village.
<ul style="list-style-type: none"> • Follow all department procedures when using equipment. • Follow manufacturers recommended guidelines and procedures where applicable. • Snow removal equipment should be kept clean and operated in a safe manner according to department standards and procedures. • Snow removal equipment should be operated with extreme care near buildings. • All grounds should be kept clear of snow according to department standards. • Equipment should be operated and conducted with extreme care around patrons and near buildings. • Perform various other duties as needed assigned by supervisor.
KNOWLEDGE/SKILLS/ABILITIES:
<ul style="list-style-type: none"> • Completion of a two-year technical program, four-year degree related to golf course maintenance, or three years of work experience in a related field preferred. • Knowledge of the principles and practices of indoor ice refrigeration systems preferred. Certified Ice Technician certification is preferred. • Experience in supervising personnel preferred. • Possess a valid driver's license and be insurable by the Grand Forks Park District's insurance carrier required.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:				
Location	Lincoln Golf Course and Maintenance Shop / ICON Sports Center			
Hours	General Summer Hours: Monday – Friday 6:00 a.m. – 2:00 p.m.; 1-2 weekends per month 6:00 a.m. – 9:00 a.m. Winter Hours: Monday – Friday 5:30 a.m. – 2:30 p.m.; various nights and weekends			
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.				