



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: GOLF MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 2540

PAY RANGE CODE: [23.1 MC](#) REVISION DATE: 1/26/17

NATURE OF WORK:

This is responsible, administrative, and technical supervisory work in directing the operation, maintenance, and repair of municipal golf courses. The golf course operation is an established enterprise fund, and the incumbent in this position is responsible for the profit and loss within this fund. Work also involves the responsibility for planning, organizing, inspecting, and reviewing the work of a large group of personnel. The incumbent in this class is responsible for the proper and efficient scheduling and organization of work, including technical supervision over functions performed by subordinates. Considerable initiative and independent judgment is necessary in planning, coordinating and directing daily operations.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, organizes, schedules, inspects, and reviews the operation and maintenance of municipal golf courses.

Plans, budgets, and implements long-range capital improvements on all golf courses.

Oversees and participates in the hiring, termination, disciplining, training, scheduling, and performance evaluation of division personnel.

Inspects and submits recommendations concerning the conditions of golf courses and submits cost estimates of maintenance and repairs.

Determines estimates of revenues, personnel expenses (regular and overtime), materials, and capital equipment; approves requisitions for materials and supplies; and prepares and presents the annual budget.

Reviews reports concerning the operation of municipal golf courses such as personnel conduct, safety issues, work records, hours worked, and workmanship. Initiates investigations with the public, contractors, City personnel, or other staff, and implements appropriate solutions.

Initiates and participates in the preparation of bids and specifications, selection, and negotiation for contracted services or the purchase of new equipment.

Assists in the preparation and implementation of short and long-term goals and objectives.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of methods, procedures, and techniques involved in the overall operation of municipal golf courses.

Knowledge of tools, methods, and techniques commonly employed in the repair and maintenance of golf courses.

Knowledge of agronomy, horticulture, and turf management.

Knowledge of the rules of golf and the methods of play.

Knowledge of the hazards and the proper safety precautions to be used around equipment and machinery.

Knowledge of management techniques and procedures used in working with people and overall supervision of a professional and technically skilled workforce.

Knowledge of the operational limitations of the machinery and equipment used.

Knowledge of budget preparation and budget management.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to prepare, present, and maintain the annual budget.

Ability to read, prepare, and understand complex financial reports and spreadsheets.

Ability to prepare and implement short and long-term goals and objectives.

Ability to plan, organize, and direct the work of professional and technically skilled personnel in the operation and maintenance of municipal golf courses.

Ability to project revenues and prepare cost estimates (e.g., for supplies, personnel, equipment, maintenance, repairs, etc.)

Ability to analyze data relating to the work of the division and its crews and to make adjustments as needed.

Ability to effectively communicate with the public, City officials, and subordinates.

Ability to understand written or oral communication.

Ability to establish and maintain effective working relationships with fellow employees, and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, or sit from 51 to 75% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift or type from 0 to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Eight (8) years of progressively responsible experience in the operation, maintenance, and repair of municipal golf courses, four (4) years of which must have been in a supervisory capacity.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office environment and in the field. Exposure to temperatures ranging from below 32 degrees to above 100 degrees, electrical currents, mechanical equipment, dust, fumes, and odors. Hours of work vary depending on the division and work required. The position may also require working nights, weekends, and holidays.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone	Computer	Printer
Point of Sale (P.O.S.) system	Calculator	Facsimile Machine
Audio/Visual Equipment	Electronic Testing Equipment	Copier

Previous Revision Date(s): 9/25/97