

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2018- 348

**POSITION TITLE** Golf Course Superintendent (1386)  
**DEPARTMENT** Parks and Recreation  
**PERIOD TO APPLY:** 5/8/2018-5/18/2018  
**SUPERVISOR:** Jennifer Romero

**SALARY RANGE:** \$21.436-38.553 (L)  
**FLSA/UNION STATUS:** Exempt/Nonunion  
**POSITION STATUS:** Classified/Full-Time  
**LOCATION:** Golf Course

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### GENERAL PURPOSE

To schedule, coordinate and supervise the work of grounds and maintenance employees at the Marty Sanchez Links de Santa Fe Golf Course. (MSL)

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Parks Division Director.

### SUPERVISION EXERCISED

Provides general supervision to Golf Course Supervisor, Maintenance Worker(s) and Temporary and Seasonal parks workers.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Manages the ongoing maintenance programs of the golf course; plans, schedules and coordinates personnel, equipment and materials for the layout, construction, renovation, repair and maintenance of the MRC golf course; determines project priorities, monitors project timely completion and quality; assists in the design and development of course additions, including putting greens, driving range, greens, tees, holes, buildings and facilities; prepares plans and sketches for installations, new construction, renovations or maintenance of MRC equipment, buildings and other facilities; inspects, schedules and provides general supervision of maintenance functions of the division.

Receives and responds to inquiries and complaints; establishes and develops good public relations through presentations and other public education techniques to various civic groups and organizations.

Interviews, selects, evaluates division staff; instructs and trains course personnel in efficient and effective operation of course maintenance equipment; evaluates performance; initiates required personnel actions, makes decisions related to personnel actions such as hiring, advancement, promotion, suspension, demotion, or dismissal; assists in administering contracts of golf professionals under contract with the City.

Prepares or assists in the preparation of the MRC Division's budget; prepares cost estimates and statements for billing; prepares revenue and golf round estimates; presents budget request to city manager or city council; monitors course expenditures to insure conformance to established fiscal program.

Reviews and makes recommendations on plans and specifications for MRC projects; directs and participates in the construction of course greens, tees, and fairways; performs daily assessment of condition, health and playability of the course; supervises and performs the mowing, watering and maintenance of tees, greens, fairways and related areas; supervises the planting, fertilizing, and maintenance of turf.

Oversees and manages the operation of course watering system; assures proper operation of equipment; activates watering schedules as needed to assure quality play of the course.

Writes and/or reviews specifications; makes purchases of equipment, materials and supplies required in construction, maintenance or repairs of the MRC; negotiates price breaks with vendors.

Prescribes quantity and formulation of all chemicals applied to the turf to include fertilizers, insecticides, fungicides and herbicide; examines soil and turf samples and tests; directs application of fertilizer, lime, insecticide, pesticide, herbicide, and fungicide.

Plans and organizes work programs; utilizes experience and agronomic practices to improve and maintain turf and playing condition of course; directs workers engaged in cultivation, grading, seeding, and sodding of course areas.

Inspects turf to designate height and frequency of mowing; determines need for supplemental irrigation to sustain or force growth; tours course to determine work progress and general condition of golf course and related grounds.

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Directs the winter renovation of equipment; monitors the upkeep and maintenance of equipment such as reel mowers and riding mowers; assures timely changes of gears and bearings, precision grinding of reels and knives, motor tune ups, ball washers service, tee markers, tee signs, benches etc.; operates maintenance equipment to determine condition and performance of the same; schedules and performs repair as needed.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

An Associate's or Bachelor's degree in Turf-Grass management, Agronomy, Horticulture or related field;

## **AND**

Four (4) years supervisory experience at an 18-hole golf course of which at least two (2) years must have been as a Superintendent or Assistant Superintendent.

## **OR**

Two (2) additional years of experience as a Superintendent or Assistant Superintendent at an 18-hole golf course may substitute for the Associate's or Bachelor's degree.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Considerable knowledge** of U.S.G.A. green specifications and standards; preventative maintenance procedures for vehicles and equipment used in Turf Management; of plant physiology, turf management and irrigation systems; golf course landscape design; agronomic practices, procedures, and methods related to construction and maintenance of course greens and grounds; herbicides, insecticides, and fungicides typical to greens maintenance; hazards and related safety precautions associated with golf course maintenance and repair. Knowledge of labor relations.

**Working knowledge** of principles of supervision; budget preparation and fiscal management; administrative procedures; building and construction procedures; bid and purchasing procedures; of applicable federal laws; golf rules of play.

Skill in effective communication and interpersonal relations.

**Ability to** plan, organize, and direct the complex construction and lay out of attractive and competitive golf courses and greens; plan, promote and publicize services; effectively apply chemicals for the abatement and eradication of noxious weeds and insects; evaluate personnel and program performance without partiality; communicate effectively, verbally and in writing; operate efficiently a variety of golf course maintenance related equipment; develop and maintain effective working relationship with supervisors, city officials, subordinates, professionals, and the public.

### **SPECIAL QUALIFICATIONS:**

Must possess a valid driver's license and be able to obtain a City of Santa Fe Driving Permit within six (6) months of hire. Must possess a State of New Mexico pesticide/herbicide certification within six (6) months of hire. Must possess a Journeyman MS-6 license in water management/irrigation or have the ability to acquire one within six (6) months of hire. Must become a member of the Rio Grande Golf Course Superintendent Association of New Mexico within three (3) months of hire.

### **WORK ENVIRONMENT:**

Normal office working conditions with extensive field visits and infrequent exposure to construction site dangers. Work is performed primarily in the field, sometimes under inclement weather conditions. May be exposed to chemicals, fumes, odors, dusts, mists and environmental allergens. Must be able to move 100 pounds; strenuous physical exertion required, including bending, kneeling, twisting, carrying and reaching. May be exposed to loud noises. Irregular hours; may require evening, holiday and weekend hours. May be on call for emergency situations. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

### **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment.

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The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY: Resumes will not be accepted in lieu of the city application form.** Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); **or apply online at [www.santafenm.gov](http://www.santafenm.gov).** Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview.** Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**