



Date: Sept. 1, 2022

Employer: Chehalem Park and Recreation District

Title: Assistant Golf Course Coordinator (Assistant Superintendent)

Grade 4, Step A

Location: Chehalem Glenn Golf Course

Hours: Full-time Exempt

Salary: \$41,535.59 DOE

Closes: Open until filled

Apply: Applications are available at online at cprdnewberg.org and in person at Chehalem Aquatic and Fitness Center. Email completed application and resume to srobinson@cprdnewberg.org.

Questions: Contact Scott Robinson, 503.899.5784, srobinson@cprdnewberg.org

Position Description

This position reports directly to the golf course superintendent. Under the Director's supervision, the assistant directs and participates in the maintenance of the golf course areas, including but not limited to, tees, greens, fairways, and cart paths; supervises the maintenance and repair of motorized and other mechanical equipment; and does related work as required. The Assistant may serve in the Golf Course Coordinator's capacity during his/her absence. Assists in planning and supervising the maintenance of greens, tees and fairways; schedules work; and supervises the employees and the use of the equipment. May involve placing orders while working within agency budget. Instructs equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems. Strongly motivated to align and partner with the Director to complete all tasks to the highest standards and achieve team goals. Assists in personnel management and evaluation, employee safety and personnel discipline. May modify the daily work schedule based on professional interpretation.

QUALIFICATIONS

Required

- Working knowledge of the maintenance of golf course tees, fairways and greens; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials.
- Proficiency in computer use, knowledge of Microsoft Office and other applications as specified by supervisor.
- Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; prepare clear and concise reports; and maintain effective employee and public relations.
- Possession of a valid driver's license.
- Current certification and/or licensing as a pesticide applicator
- First Aid/CPR Certification must be obtained within six months of hire (class provided)

Preferred

Knowledge of drainage control methods; and irrigation systems, including wells, pumps and automatic controls

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; physically manipulate, handle, feel and/or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently lift and or move up to 100 pounds and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Glasses to correct vision may be worn.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Note: Chehalem Park and Recreation is an equal opportunity employer. The District is committed to maintaining a drug-free workplace and strictly complies with the Drug Free Workplace Act of 1988.