

JOB DESCRIPTION

TITLE:	Lincoln Golf Course Assistant Superintendent/Facility Assistant Supervisor	GRADE:	14
INCUMBENT:	open	PAY TYPE:	Non-Exempt
REPORTS TO:	Lincoln Golf Course Superintendent/Facility Supervisor	REVISED:	1/9/2025

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 including, but not limited to tees, greens, fairways, and cart paths. During the winter months this position is responsible for assisting with building supervision and maintenance, operation of indoor ice facilities, and maintenance of Altru Wellness Village.
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 golf season, according to manufacturer and department standards. • Monitors and maintains the irrigation system during golf season. • Keeps all piping and electrical in good, neat operating condition. • Properly winterizes the irrigation system to manufacturer’s guidelines and department procedures. • Monitors all pumping equipment daily when the system is operating. • Maintains the irrigation system during golf season. • Assists the Superintendent with quality control operations of the golf course and monitoring the golf course budget.

Critical Element #4
Aids the Golf Course Superintendent with properly applying herbicides, fungicides, fertilizers, and other chemicals to related to golf course maintenance
<ul style="list-style-type: none"> • Follows all federal, state, and local guidelines pertaining to the chemical(s) being used. Stores and records all chemicals according to department procedures. • Maintains a current pesticide applicators license. • Follow the Best Management Practices (BMP) for the region.
Critical Element #5
Assists the Arena Facility Supervisor with maintaining ICON Sports Center.
<ul style="list-style-type: none"> • Assists 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. • Manages 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. • Services equipment in accordance with department and manufacturer's standards. • Performs facility maintenance including all custodial tasks and interior and exterior building maintenance and repair. • Installs and maintains artificial ice throughout the arena skating season and remove ice sheet at the end of the skating season. • Keeps accurate service records all of equipment maintenance performed according to department procedures. • Performs various other duties as needed assigned by supervisor.
Critical Element #6
Assists the Arena Facility Supervisor with maintenance of refrigeration equipment.
<ul style="list-style-type: none"> • Keeps all ice refrigeration equipment operating according to department standards and operations. • Performs routine inspections of all refrigeration equipment daily, inspecting for gas leaks and equipment malfunctions. • Services equipment according to department and manufacturers standards. • Maintains proper records of all work performed.
Critical Element #7
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"> • A minimum of one-year experience in grounds maintenance, building maintenance, equipment maintenance, or a related field is required. • 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 by the Grand Forks Park District's insurance carrier is 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. 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: Monday – Friday 5:30 a.m. – 2:30 p.m.; occasional 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.				