

Job Description

Park and Golf Course Superintendent

Job Title: Park and Golf Course Superintendent

Reports directly to: Public Works/Utility Manager, with oversight from the City Administrator and Deputy City Administrator

Supervise Directly: Park and Golf Course Grounds crew

Purposes for the Position:

The City of Madelia seeks a skilled individual to oversee all operations pertaining to the golf course grounds, park system, campground system and municipal ball fields. This includes all equipment, structures and utilities. This position along with the Public Works/Utility Manager hire and supervise all staff in these areas.

Essential Responsibilities:

Typical duties included but not limited to the golf course, park, campground and ball fields are cleanliness, sanitation, groundskeeping, utility repair, prep work, equipment preventative maintenance and repair, and winterization of utilities for off season.

This position will also transition to other departments in the city (Water, Wastewater, Street) during the off season to assist with various operations including but not limited to municipal snow removal, water system work, sanitary sewer work, storm sewer work, street repair.

This position will be available to perform weekend on call duties as needed.

Skills and Abilities:

- Work outside for long periods of time and in all kinds of weather, performing tasks that require physical strength and endurance.
- Understand and follow instructions and specifications.
- Adjust to doing the same kind of work all day long or performing a variety of different tasks on the same, depending on daily business needs.
- Work skillfully with your hands to do a variety of tasks.
- Ability to use arithmetic to measure, compute amount of materials to use, and to inspect product to be sure it confirms to requirement.
- Ability to understand and communicate written instructions.

Physical Demands:

Varies from Medium Work to Very Heavy Work.

- Medium Work: Exerting 20 to 50 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and /or greater than negligible up to 10 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.
- Very Heavy Work: Exerting in excess of 100 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or in excess of 50 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or in excess of 20 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.

Environmental conditions:

Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Wet and humid: Wet: Contact with water or other liquids. Humid: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort. Exposure to: Odors, toxic conditions, dust, or poor ventilation.

Reasoning Development:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

Mathematical Development:

Add, subtract, multiply, and divide all units of measure. Perform arithmetic operations involving All American monetary units. Perform operations with units such as cup, pint, quart, inch, foot and yard or ounce and pound.

Language Development:

- Reading: passive vocabulary of 5,000 – 6,000 words. Read instructions, rules, etc. looking up unfamiliar words in dictionary for meaning, spelling, and pronunciations. Compare similarities and differences between words and between series of numbers.
- Writing: Write reports with proper format, punctuation, spelling, and grammar, using all parts of speech.

- Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

Relationships with Data, People and Things:

- Data: Comparing: Judging the readily observable, functional, structural or compositional characteristics (whether similar to or divergent for obvious standards) of data, people or things.
- People: Taking Instructions-Helping: Helping applies to “non-learning” helper. No variety of implicit wishes of people is involved in this function. Speaking-Signaling: Talking with informing and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers, assistants, tourists, customers, transients, and City employees.
- Things: Manipulating: using body members tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tools, object, or material, although this is readily manifest.

To do this job, you must have the following amount of total education and/or experience: (If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)

High School Diploma

May require not less than one-year experience as a greenhouse grower, tree trimmer, construction and operation of heavy equipment, construction and maintenance, classes in carpentry and mechanics OR, an equivalent level of education and experience.

This is a full-time position:

- Monday through Friday, 8:00 am to 5:00 pm.
- Rotating Weekends & Holidays - On Call – Plant Checks-Pool Checks
- Call-out hours (emergency situations; snow removal, water main breaks)

This is not a union position.

Vacation will accumulate at 8 hours per month (96 hrs. yr) – Vacation shall not exceed a maximum of 168 hours.

Sick Leave shall accrue at the rate of 8 hours per month to a maximum of 720 hours.

Holiday's

New Year's Day
Martin Luther King Day
President's Day
Good Friday (4 hours)
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Eve Day (4 hours with occurring Monday-Thursday)
Christmas Day
Floating Holiday
Employee's Birthday

Health Insurance

- Single Coverage: The Employer shall pay 90% of the premium and out pocket expense for single coverage. The Employee shall be responsible for 10% of the premium and out of pocket expense. The Employer shall contribute 75% of the single coverage deductible into the Employee's HSA account on the first payroll following January 1 of each contract year.
- Family Coverage: The Employer shall pay 80% of the premium and out pocket expense for family coverage. The Employee shall be responsible for 20% of the premium and out of pocket expense. The Employer shall contribute 75% of the family coverage deductible into the Employee's HSA account on the first payroll following January 1 of each contract year.

Group Insurance Plans

Cancer Insurance Policy – The employer will contribute \$27.72 a month. Aflac

The Employer will contribute 100% of the premium for group life insurance.

The Employer will contribute 100% of the premium for group long-term disability insurance.

Wage range: \$30.00-\$38.00

City Staff:

City Administrator – Chris Fischer
Deputy City Administrator – Heather Utz
Utility Billing Clerk- Michelle Rusten
Public Works/Utility Manager – Wade Johnson
Water – James Forstner
Wastewater – John Tierney
Street – TJ Forstner, Jesus Lopez
Golf Course – James Rankin
EDA – Ceila Viesselman

City Council:

Cody Eager – Mayor
Matt Gunderson – Councilmember
Mark Slater – Councilmember
Andy Gappa – Councilmember
Glen Christensen - Councilmember