

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Golf Course Worker

SERIES NO.:

5362

MAJOR AGENCIES:

Natural Resources

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the golf course worker occupation is to provide golf course maintenance services on golf courses & golf course facilities.

At the first level, incumbents perform routine tasks in maintenance, renovation & construction of golf course grounds.

At the second level, incumbents perform as lead workers in golf course maintenance & operation.

At the supervisory level, incumbents direct activities & supervise golf course personnel in management, renovation, construction & operation of golf course including grounds, buildings, equipment, roads & golf orientated programs.

At the managerial level, incumbents supervise golf course superintendent & related golf course personnel & administer overall park wide golf course program.

CLASS TITLE

Golf Course Worker 1

CLASS NUMBER

53621

PAY RANGE

04

EFFECTIVE

09/19/2004

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of golf course maintenance in order to perform routine tasks in golf course maintenance, renovation &/or construction.

CLASS TITLE

Golf Course Worker 2

CLASS NUMBER

53622

PAY RANGE

06

EFFECTIVE

09/19/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of golf course maintenance & operation in order to act as lead worker over golf course personnel.

CLASS TITLE

Golf Course Superintendent

CLASS NUMBER

53626

PAY RANGE

11

EFFECTIVE

08/06/1995

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of golf course maintenance & operation in order to direct & manage golf course facilities & programs & supervise golf course personnel.

CLASS TITLE

Golf Course Manager

CLASS NUMBER

53627

PAY RANGE

12

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The managerial level class works under direction & requires extensive knowledge of golf course maintenance & pro shop operations in order to supervise Golf Course Superintendent, 53626 &/or related golf course personnel & administer overall park-wide golf course program to include golf course & pro shop facilities, golf course construction, renovation, maintenance & develops short & long range golf program & maintenance plans.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Golf Course Worker 1	53621	06	09/19/2004	04

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Sprays, fertilizes, irrigates & mows greens, fairways, tees & roughs.

Maintains pipe & tile lines, cleans & picks up rubbish, changes tee cups & markers, rakes & shovels sand traps & performs snow & ice removal.

Performs maintenance work on buildings, equipment, fences, roads & bridges; plants flowers & small trees & trims trees; assists in sodding & seeding grounds.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication & division; agency &/or state rules, regulations &/or procedures governing golf course area maintenance, renovation & construction & related equipment operation & maintenance*; safety practices associated with use & operation of golf course equipment*. Skill in operation & maintenance of golf course equipment*. Ability to carry out simple instructions; read, copy & record figures; recognize safety warnings; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division. In accordance with Section 124.11 (b)(2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Positions responsible for application of regulated pesticides must receive instruction from commercial applicator or limited commercial applicator in proper use of equipment & all pesticides with which employee is to work per ORC Section 921.01 (VV).

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, fumes & noise; may be exposed to chemical spray; may work evenings & weekends; may be exposed to operating dangerous machinery.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Golf Course Worker 2	53622	06	09/19/2004	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (i.e., provides work direction & training) over assigned personnel (e.g., Golf Course Worker 1, Natural Resources Aide, Conservation Worker) in golf course area maintenance & renovation & related equipment operation & maintenance (e.g., directs spraying, fertilizing, irrigating & mowing activities; instructs in building & repairing fences, cart paths & bridges; directs changing oil, lubricating &/or replacing of belts on golf equipment) & insures compliance with safety practices & procedures of park policies.

Participates in maintenance, renovation &/or construction of golf course facilities & area such as grounds, buildings, equipment & roads (e.g., renovates &/or constructs drain tile, irrigation lines & sand traps; removes trees &/or plants; plans & implements landscaping techniques, constructs & maintains flower beds; lubricates, changes oil & replaces belts on golf equipment; sprays, fertilizers & irrigates turf, trims trees, mows fairways & greens, picks up trash).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency &/or state rules, regulations &/or procedures governing golf course area maintenance, renovation & construction & related equipment operation & maintenance*; supervisory principles/techniques*; employee training & development*; golf course maintenance; fractions, decimals & percentages. Skill in operation & maintenance of golf course equipment. Ability to interpret variety of instructions in written, oral, picture or schedule form; read simple sentences with common vocabulary; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 6 mos. trg. or 6 mos. exp. in golf course maintenance & maintenance & operation of golf course equipment.

-Or 6 mos. exp. as Golf Course Worker 1, 53621.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Positions responsible for application of regulated pesticides must receive instruction from commercial applicator or limited commercial applicator in proper use of equipment & all pesticides with which employee is to work per ORC Section 921.01 (VV).

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, fumes & noise, may be exposed to chemical sprays; may work evenings & weekends; may be exposed to operating dangerous machinery.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Golf Course Superintendent	53626	EX	08/06/1995	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises golf course personnel & directs activities involved in maintenance, renovation, construction & operation of golf course including grounds, buildings, equipment, roads & pesticide programs (e.g., plans, schedules, directs & inspects mowing, irrigation, fertilization, chemical applications & other maintenance projects of golf course; plans & directs lay-out & construction of draw lines, irrigation lines, sand traps, greens, tees & landscape areas; participates in interviews & selection of new employees; trains new employees regarding job duties, equipment operation & related safety practices).

Administers business functions necessary for golf course operation (e.g., plans & prepares material & equipment budgets; keeps records on time, material & chemical applications & equipment & ground maintenance activities; coordinates maintenance programs with weather & soil conditions, golfers & golf professionals).

Promotes & schedules events to provide maximum use of facilities; provides contact with golf leagues, classes, intramural & intercollegiate personnel & general public; attends golf course superintendent meetings, turf seminars, training sessions & related educational programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agriculture (e.g., agronomy, horticulture, plant & soil science); golf course maintenance & operation; public relations; agency &/or state rules, regulations &/or procedures governing golf course area operation, maintenance, renovation & related equipment maintenance & operation*; supervisory principles/techniques; employee training & development; budgeting*. Skill in greenskeeping & use of associated golf course & maintenance equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; write & maintain meaningful, concise & accurate records & reports; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in agriculture (e.g., agronomy, horticulture, plant & soil science); 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or employee training & development.

-Or 24 mos. trg. or 24 mos. exp. in golf course maintenance & operation & use & maintenance of associated golf course & greenskeeping equipment; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or employee training & development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust, fumes, noise & chemical sprays; may be exposed to dangerous machinery; may work evenings & weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Golf Course Manager	53627	EX	01/09/2005	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises Golf Course Superintendent, 53626, &/or related golf course personnel & administers overall park-wide golf course program to include golf course & pro shop facilities, golf course construction, renovation & maintenance, develops short & long range golf program & maintenance plans (e.g., drainage & landscape improvements, construction of additional facilities, equipment replacement), determines manpower needs & schedules personnel, develops turf grass management program of fertility, irrigation, mowing, aeration & top dressing, determines appropriate pesticides, oversees daily operations of course to include inspection of facilities, coordinates maintenance programs with weather & soil conditions, manages budget for overall golf course & pro shop (e.g., tracks & records spending & project costs, prioritizes needs, monitors spending, purchases supplies, orders items for resale to include food, equipment & beverages), submits retail prices for approval.

Trains golf program staff in operations of golf course pro shop & maintenance & operation of equipment (e.g., mowing, pesticide, fertilizer application, planting shrubs & trees); conducts staff meetings; updates records & writes reports (e.g., equipment use, chemical applications, employee records, inventory).

Promotes use of golf program to include course & pro shop; plans & schedules special events; acts as liaison with golf league, classes, intramural & intercollegiate personnel & general public; coordinates public's use of facilities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agriculture (e.g., agronomy, horticulture, plant & soil science); golf course maintenance & operation; public relations; agency &/or state rules, regulations &/or procedures governing golf course area operation, maintenance, renovation & related equipment maintenance & operation; supervisory principles/techniques; employee training & development; budgeting. Skill in greenskeeping & use of associated golf course & maintenance equipment; personal computer; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; write & maintain meaningful, concise & accurate records & reports; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in agriculture (e.g., agronomy, horticulture, plant & soil science); 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques or employee training & development.

-Or 30 mos. trg. or 30 mos. exp. in golf course maintenance & operation & use & maintenance of associated golf course & greenskeeping equipment; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or employee training & development.

-Or 6 mos. exp. as a Golf Course Superintendent.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust, fumes, noise & chemical sprays; may be exposed to dangerous machinery; may work evenings & weekends.