



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>Position Title</u></b> Grounds Foreman	<b><u>Department</u></b> Twin Warriors Maintenance	
<b><u>Physical Work Address:</u></b> 1301 Tuyuna Trail, Santa Ana Pueblo, NM	<b><u>Manager/Supervisor:</u></b> Golf Course Superintendent II	<b><u>Status:</u></b> Exempt Full Time

- **GENERAL POSITION DESCRIPTION:** Under the direct supervision of the Golf Course Superintendent II and Sr. Golf Course Superintendent I, the Grounds Foreman is responsible for the oversight and inspection of golf course conditions, ensuring that job assignments for Maintenance employees are completed accurate and timely.
- **MINIMUM QUALIFICATIONS:** Must be a minimum of 18 years of age. Must have at least two years golf course maintenance experience. Golf course supervisory experience preferred.
- **KNOWLEDGE/SKILLS/ABILITIES:**
  - Basic knowledge of agronomy, turfgrass science, and golf course etiquette.
  - Knowledge of tools, methods, and materials used in golf course maintenance.
  - Ability to assign daily tasks and oversee maintenance staff in completing those tasks.
  - Operate large turf equipment, utility vehicles, and other light motorized equipment.
  - Ability to trouble shoot and repair irrigation system components.
  - Good communication skills.
  - Good organizational skills.
- **DUTIES AND RESPONSIBILITIES:**
  - Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards, and machinery use.
  - Supervises special projects and labor crew.
  - Reports golf course conditions and disciplinary problems to Golf Course Superintendent II or Sr. Golf Course Superintendent I.

- Runs operations in the absence of the Golf Course Superintendent II and the Sr. Golf Course Superintendent.
  - Ensures uniform and personal appearance of maintenance crew are clean and appropriate.
  - Develop and maintain good working relations with all staff to reach common goals.
  - Other duties as assigned.
- **SUPERVISORY RESPONSIBILITIES:** The Grounds Foreman supervises at the level of supervisory authority indicated in the table below.

**Level      Definition of Authority**

- 1 = Supervisor effectively recommends and/or takes action.
- 2 = No authority.

Position Title(s) Supervised.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge
Maintenance Crew	2	1	2	2	2	2	2	2	2

**6. MACHINERY, TOOLS, EQUIPMENT REQUIRED:**

- Turf equipment including riding mowers, push mower, weed eaters, bunker rakes, utility vehicles, and other specialized turf equipment.
- Small hand tools.
- Rainbird Irrigation computer and controllers.

**7. LICENSES & CERTIFICATIONS REQUIRED:**

- Valid Class D Driver's License