

**DEPARTMENT:** DEPARTMENT OF YOUTH, RECREATION & PARKS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** APRIL 26, 2010

**GOLF COURSE SUPERVISOR**  
**(North Tonawanda)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising municipal golf course operations under the direction of the Recreation Supervisor. This involves supervising the activities of subordinate seasonal employees engaged in maintaining the cleanliness of buildings, collecting fees, policing the golf course and enforcing the rules and regulations of the golf course. The incumbent is responsible for handling public relations problems that may develop and for assuring that the public and employees conform to the rules and regulations of the golf course. This position does not involve responsibility for the maintenance of the turf and grounds. The work is performed under the direct supervision of the Recreation Supervisor. Supervision is exercised over seasonal personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises, trains and schedules the work of seasonal personnel at the golf course;
2. Coordinates the scheduling of golf leagues;
3. Coordinates special events, golf clinics and various tournaments;
4. Works as liaison with the concessionaires;
5. Supervises the collection of golf course fees and the maintenance of necessary accounting records;
6. Investigates complaints and answers requests for information from the general public;
7. Enforces golf course rules and regulations personally and through subordinate staff;
8. Makes regular inspections to ensure the maintenance of golf course facilities in a clean and sanitary condition;
9. Makes recommendations for the improvement of the services at the golf course.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices and procedures of golf course management; good knowledge of the game of golf; ability to plan and supervise the work of others; ability to establish effective relationships with the general public; tact and courtesy; ability to make sound judgments in resolving problems that might develop in public relations on the golf course; ability to coordinate the scheduling of leagues and special events; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four (4) years of experience in the operation of a golf course.