



DATE ISSUED: 03/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Golf Course Marketing and Operations

JOB SUMMARY

Assists the Director of Fitness and Recreation with the overall administration of an 18-hole golf course. This position will work closely with the Director in all aspects of the golf course and its integration into Fitness and Recreation, Student Life, and the TWU community. Will be responsible for overseeing the maintenance of the grounds, marketing the golf course and its programs, programming the golf course in conjunction with the golf pro to include lessons and tournaments, operating within a budget, supervising staff, operating a retail setting, and adhering to and enforcing university, divisional, and departmental policies and procedures. Work is performed within under the general supervision of the Director of Fitness and Recreation and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Fitness and Recreation and/or Assistant Director, Fitness and Recreation

Supervises: Golf Pro, Coordinator Golf Course Services, Golf Course Maintenance Leader, Golf Course Maintenance Operators, Support Staff

PRIMARY DUTIES - May include, but not limited to the following:

Governs the day-to-day operation of all course and pro-shop activities.

Oversees course construction, maintenance, and day-to-day care.

Adheres to and enforces university, divisional, and departmental policies and procedures.

Trains, schedules, and supervises all course employees.

Plans, initiates, conducts, and markets golf-related programs including lessons and tournaments.

Assists with marketing the golf course.

Assists with the expansion/renovation of the golf course and its operations.

Maintains good customer relations with students, faculty, staff, general public, and employees.
Operates within a budget.
Prepares information for the annual budget.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Maintains and inventories all equipment.
Conducts unit meetings and training sessions.
Attends departmental/divisional meetings and training sessions.
Performs other duties as requested.

EDUCATION

Bachelor's degree in turf management, recreation, or a related field preferred.

EXPERIENCE

Three to five years progressively responsible experience in golf course operations and management. One to two year's supervisory experience preferred.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University. Must be CPR/First Aid/AED certified within 90 days of hire. Must obtain Texas Department of Agriculture Pesticide Applicators License within 180 days of hire. Automotive Service Excellence master heavy duty truck technician is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Thorough knowledge of greens design and construction, greens maintenance, and lawn chemicals.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively - orally, by phone, in person, and in writing.
Ability to transverse soft or wet greens without damaging the turf.

Ability to drive a golf cart and University vehicle.
Ability to plan and allocate the workload of employees, providing direct training and supervision as needed.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to operate a tractor, front end loader, lawn mowing equipment, and chemical sprayer.
Ability to pull hoses and equipment into place.
Ability to work with lawn chemicals.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift 50 pound bags of fertilizer into spreaders and lift lawn equipment. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. The employee must have the ability and endurance to perform tasks for up to eight and ten hours per work day in all weather environments.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors

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should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.