

CITY OF CLEWISTON

Grounds Supervisor

Job Posting

Position: Grounds Supervisor
Department: Golf Course

Position Summary: Plans, organizes, directs and controls the maintenance of the golf course. Applications are available at City Hall, Human Resources, 115 West Ventura Avenue. EOE/DFWP

JOB DUTIES

1. Acquainted with local conditions and develops immediate and long range plans to meet needs of turf requirements with Maintenance Consultant and Director.
2. Carries out fertilizing and chemical treatment schedule with direction from Maintenance Consultant and Director.
3. Evaluates and maintains irrigation system.
4. Inspects maintenance equipment daily.
5. Responsible for maintenance of buildings.
6. Conducts safety sessions and ensures crew follows safety measures.
7. Operates various types of equipment.
8. Supervises the field maintenance crew.
9. Performs duties of workers supervised (hands on supervisor).
10. Communicates on a daily basis with Maintenance Consultant and Director.
11. Performs other related work as required.

REQUIREMENTS

1. High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
2. Capable of continuous physical activity, including but not limited to walking, lifting, bending, digging and kneeling.
3. Capable of working in an outside environment.
4. Capable of following instructions.
5. Capable of giving instructions.
6. Capable of attendance and promptness within established parameters.
7. Capable of working weekends and holidays.
8. Must have mechanical and technical skills in the specific area of responsibility.
9. Must be knowledgeable in the use of all golf course maintenance equipment.
10. Considerable independent judgment and discretion is involved when representing the City in communications with the public and employees.
11. Must be able to read and interpret documents such as safety rules, operating and

maintenance instructions, and procedure manuals.

12. Must be able to write routine reports and correspondence and speak effectively with the public, commissioners, city manager and staff.
13. Must be able to calculate figures such as proportions, percentages, area, circumference and volume and apply concepts of basic algebra and geometry.
14. Must be able to accomplish tasks through others.
15. Must be able to prioritize work tasks.
16. Must be able to meet deadlines.
17. Must have organizational and interpersonal skills.
18. Must possess a valid Florida Driver's License.

October 19, 2023