

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists at the Valley View Golf Course for

SUPERINTENDENT OF GOLF COURSE

MAINTENANCE

Salary: \$48,225 - \$54,185
Eligible for Medical, Dental, Vision Insurance – 20% contribution
Membership in the NYS & Local Retirement System is mandatory

Classification: Competitive, CSEA position
This is a twelve (12) month position with the Superintendent being the only employee who works during the off season.

Distinguishing Features of the Class:

This is a supervisory position involving the responsibility for participating, planning and implementing a maintenance and improvement program at the municipal golf course to ensure that the course grounds are in proper condition for play. The incumbent is responsible for developing and implementing a maintenance schedule for greens, fairways and peripheral areas and assigning work to subordinate personnel on a daily basis in accordance with the prescribed schedule. The work is performed under the general direction of the Golf Course Manager with wide leeway allowed for the exercise of independent judgment in planning and implementing a maintenance schedule. Supervision is exercised over subordinate employees at the Golf Course. Does related work as required.

Typical Work Activities:

Supervises and participates in the maintenance and repair of Golf Course grounds including landscaping and irrigation and the application of chemical nutrients and fertilizers;
Develops a maintenance schedule for greens, fairways and peripheral areas;
Inspects greens and fairways for damage;
Plans and implements a treatment schedule for prevention and eradication of disease using fungicides, insecticides and other chemicals;
Plans and supervises the maintenance and repair of Golf Course maintenance equipment including hydraulic and non-hydraulic mowing equipment, chemical spraying equipment, aerators and sod cutters;
Plans a daily work schedule for subordinate staff;
Prepares requisitions for all supplies and equipment necessary for Golf Course maintenance;
Prepares a variety of reports and records on Golf Course maintenance activities;
Provides for the training of employees involved in the maintenance of the Golf Course.
Maintains a variety of records and accounts pertaining to equipment operation, purchase of supplies and equipment, and maintenance activities;
Supervises snow removal and ice control activities in parking lots, driveways and walks;
Orders supplies and equipment to ensure continuous and efficient operation of the Golf Course functions;
Prepares a variety of oral and written reports.

Required Knowledge Skills and Abilities:

Thorough knowledge of the methods, materials and equipment used in golf course maintenance; thorough knowledge of the use of herbicides and pesticides in the treatment of grass diseases; thorough knowledge of the methods and principles of care of trees and shrubs; ability to diagnose common grass diseases; ability to instruct others in the performance of golf course maintenance activities; ability to plan and schedule a maintenance program; ability to maintain records and prepare written reports; ability to anticipate problems due to weather, seasonal changes, types and degree of use; ability to establish and maintain effective relationships with members; integrity; good judgment; accuracy; tact and courtesy.

Minimum Qualifications:

Three (3) years of experience maintaining a Golf Course.

Special Requirement:

Applicants must have NYS Pesticide certification.
Possession of a valid NYS Drivers License. A valid NYS Drivers License will be required at the time of appointment and must be maintained throughout employment.

Applications:

Applications/resumes should be submitted to City of Utica, Attention: Civil Service, 1 Kennedy Plaza, Utica, New York 13502.

Applications must be received by the Civil Service Office no later than: Wednesday, March 15, 2017. Applications for this position may be obtained from the Civil Service Office in City Hall, 1 Kennedy Plaza, 2nd Floor, Utica, NY 13502.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Preference may be given to City of Utica residents. For more information about this position, please call (315) 792-0227.

Appointment to this position will be on a provisional basis. A Provisional employee has no status or rights to employment. As a Provisional, you will receive the salary and benefits that permanent employees in the same title receive. However, within thirty (30) days of such appointment, a Civil Service Examination for that position will be ordered. As a provisional, you must, by law, file an application for and take this examination when it is offered. If you do not file for and take the exam, you must be terminated and you cannot receive a second provisional appointment to that title.

You must pass the examination and be reachable (one of the top three candidates willing to accept appointment to the position) on the Eligible List that results from the Civil Service Examination in order to receive a permanent appointment to any position.

The position that you hold on a provisional basis, **MUST BE FILLED** from the Eligible List. If you are not on the list or are not reachable on the list - you must be terminated within sixty (60) days of the establishment of that list.

NOTE: It is very important that you fully understand these terms of employment so that you can make an informed decision on accepting a provisional appointment.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 02/24/17)
(Please remove posting after: 03/15/17)