

**TOWN OF STOUGHTON**  
**GENERAL MANAGER/SUPERINTENDENT**  
**CEDAR HILL GOLF COURSE**

Department:	Cedar Hill Golf Course	Date:	3-6-2023
Reports to:	Town Manager	Hours Worked:	40
FLSA Status:	Exempt		

**STATEMENT OF DUTIES:**

Highly skilled managerial and “hands-on” position for the operation of the Cedar Hill Golf Course, a 9-hole Par 34 Town owned Golf course that also includes a stocked Golf Shop, Bar and Restaurant, and a practice putting green; all other work as required.

**SUPERVISION:**

Works under the direction of the Town Manager. Generally, establishes own work plan and priorities. Performs varied and responsible complex functions requiring a thorough knowledge of departmental operations. Exercises considerable judgment in supervising subordinate staff; supervisory duties may include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; assisting with the selection of new employees; acting on employee problems; and recommending the discipline and discharge of employees as appropriate. Exercises considerable judgment and initiative in coordinating the activities of the department, particularly in situations not clearly defined by precedent or established procedures.

**JOB ENVIRONMENT:**

Work is performed mainly outside the office. Exposure to outdoor weather conditions with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.

Makes frequent and regular contact with general public, officials, department heads, other employees, federal, state and local agencies and vendors doing business with the department. Contact is by telephone, in person and correspondence and personal meetings.

Operates computer and general office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone. Has access to highly confidential information, personnel records, bid proposals, litigation documents, client credit card billing information and other sensitive information.

Required to attend night meetings and work on weekends, as needed. On call 24/7 for emergency situations.

Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

**ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related oral logical assignment to the position.*

- Supervises all Golf Course activities; directs the operations of the golf course including all turf and building maintenance programs; plans/directs all programs and leagues.;
- Supervises departmental employees and volunteers; coordinates and maintains all salary, overtime, and attendance information in compliance with Town's procedures, contractual and statutory obligations
- Administers the Golf Course membership program.
- Screens applications and interviews candidates to either make selection decisions or recommend individuals for hire. Trains new and continuing employees on departmental procedures and processes. Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submits/recommends same to higher level management.
- Maintains and administers departmental budgetary accounts, payroll, and bills payable, and generates purchase orders. Reconciles all departmental receipts.
- Prepare monthly vouchers as assigned.
- Independently conduct performance evaluations, including communication with subordinates. Advise management on revising established performance standards or on setting new performance standards.
- Coordinates repair and maintenance of the office machines and ensures that department's supplies are ordered and kept up to date. Updates the department's or Board's webpage.
- Answers inquiries and addresses complaints from the general public, providing information and making referrals to other departments as necessary.
- Explains procedures, regulations and/or policies based on knowledge of Town Government.
- Has frequent encounters with Advisory Board members and is responsible for addressing their questions as they arise.
- Familiar with Town bylaws, other policies, and current legislation which may affect the Town operations.
- Assists in the preparation of official document and correspondence to ensure accuracy and compliance with local and state laws and policies.
- Provides coordination for special projects or special events as assigned.
- Performs other related duties as required.

**RECOMMENDED MINIMUM QUALIFICATIONS:****Education, Training, and Experience:**

Bachelors Degree in or associated field; 5 years' experience as a Greenskeeper or G.C. manager preferred; or any equivalent combination of education, professional training and experience.

**Special Requirements:**

Must possess Mass. Pesticide Commercial Applicators License Category 13 and current Massachusetts Drivers License.

**Knowledge, Ability, Skill****Knowledge:**

- Thorough knowledge of G.C. management, turf-grass management, basic business practices, and records management.
- Working knowledge of state laws, local bylaws and town government procedures.
- General knowledge of computers and electronic data processing.

**Ability:**

- Ability to deal effectively and appropriately with the general public as well as town, state, and federal officials.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner.
- Ability to use a personal computer and related office software.
- Ability to work independently and manage multiple unrelated projects at one time.
- Ability to maintain highly confidential information.

**Physical Requirements**

Moderate physical effort required when working in field during all types of weather conditions. May have to traverse rough terrain. Physical demands may require occasional lifting of objects up to 100 pounds. Minimal physical effort generally required in performing administrative duties. Must be able to hear normal sounds and communicate orally. Specific vision requirements include close vision, distance vision, identify and distinguish colors and to adjust focus.

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

**Cedar Hill Golf Course  
General Upkeep Crew**

Department:	Cedar Hill Golf Course	Date:	3-6-2023
Reports to:	Golf Course Superintendent	Hours Worked:	Parttime - Seasonal
FLSA Status:			

**STATEMENT OF DUTIES:**

- \*Course cleanup of debris
- \*Landscape maintenance including watering, weeding and trimming
- \*Emptying of trash
- \*Fixing divots
- \*Beverage container recycling
- \*Washing golf carts
- \*Maintain ball washers

**ESSENTIAL FUNCTIONS:**

- \*Must be able to lift up to 50 lbs.

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**Golf Course Maintenance**

Department:	Cedar Hill Golf Course	Date:	3-6-2023
Reports to:	Golf Course Superintendent	Hours Worked:	Parttime - Seasonal
FLSA Status:			

**STATEMENT OF DUTIES:**

This job requires an early morning start.

- \*Operating walking and riding mowers - mowing the course, putting greens, aprons, tees, fairways and rough areas
- \*Change cups, tee markers and fill divots
- \*Raking of debris
- \*Operation of other motorized equipment including chainsaws, leaf blowers, etc.
- \*General course maintenance as needed

**ESSENTIAL FUNCTIONS:**

Must have valid driver's license and able to operate golf carts and utility vehicles. Must be able to lift up to 50 lbs.