

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, GOLF OPERATIONS**

**Reports To:** Designated Supervisor

**UW Job Code:** 7111

**UW Job Family:** 72 – Service/Maintenance/Security Supervision

**SOC Code:** 37-1012

**FLSA:** Non-exempt

**Pay Grade:** 23

**Date:** 10-1-19

**JOB PURPOSE:**

Manage the coordination and operations of the Landscaping area within Jacoby Golf Course; participate in performing service operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in planning and scheduling work assignments; train, supervise and advise support staff in work methods and procedures.
- Supervise or perform turf, tree, shrubs and flower care including planting, transplanting, mowing, watering, fertilizing, laying, stripping and preparation of sod, sweeping, power raking, spraying herbicides and pesticides, and checking for insects, fungus, dead, and diseased areas; prune, trim, remove, plant, transplant, spray and fertilize; check for disease, fungus, insects, dead and broken tree or shrubbery branches.
- Supervise or perform special projects including spring and fall course cleanup including raking and sweeping leaves, gravel, power raking, vacuuming turf, and raking and cleaning under trees and shrubs; transplanting trees, shrubs and flowers; prepare flower arrangements for special events; maintain irrigation systems.
- Inspect departmental work and report status of projects and quality of work performed.
- Assist in preparing job cost estimates to determine labor hours and materials required.
- Prepare recommendations for repairs and purchases of equipment and supplies, and recommend part-time salaries.
- Maintain the inventory including making equipment repairs and ordering equipment, supplies, sprinklers, sprinkler parts, automatic valves, hoses, sod, tools, trees and shrubs, as directed.
- Read and interpret drawings, specifications and sketches to determine equipment, labor and materials required and appropriate methods of installation.
- Maintain safe work area to ensure compliance with safety regulations.
- Plant, water, transplant and repot flowers.

**SUPPLEMENTAL FUNCTIONS:**

- Act as manager in their absence, as requested.
- May perform welding on equipment.
- Assist campus department with snow removal.
- Keep abreast of current technology and materials within associated field.

**COMPETENCIES:**

- Delegating Responsibility
- Safety Awareness
- Quantity of Work
- Technical/Professional Knowledge
- Initiative
- Individual Leadership

**MINIMUM QUALIFICATIONS:**

Education: **Associate's degree or completion of related technical or vocational education/training**

Experience: **3 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Wyoming Department of Agriculture Commercial Pesticide Applicator's license**
- **Valid driver's license**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic, routine and advanced construction drawings, sketches, diagrams, and specifications.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable university, state and federal regulations, policies and procedures.
- Greenhouse operations.
- Landscaping and cultivation of flowers, plants, shrubs, and trees.
- Horticultural practices and plant taxonomy.
- Plant, soil, and insect diseases and control.
- Grounds maintenance and turf equipment operations.
- Routine maintenance techniques for tractors, hydraulic systems, irrigation systems, mowers, rototillers and associated equipment.
- Routine welding and equipment repair techniques.
- Safe handling, mixing, application procedures, and storage of herbicide, pesticide and chemical preparations.
- Staff hiring procedures.
- Management principles and practices.
- Employee development and performance management processes and procedures.

Skills and Abilities to:

- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Communicate effectively both orally and in writing.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Work as a team member and foster a cooperative work environment.
- Develop, plan, and implement short and long-range goals.
- Consult with campus population regarding the application of herbicides, pesticides and chemical preparations.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.
- Maintain thorough and accurate records.
- Use hand and power tools applicable to the trade, including driving motor vehicles.
- Perform grounds maintenance tasks.
- Recognize plant and insect diseases.
- Safely and efficiently operate, maintain, and repair equipment, machinery, and tools.
- Safely apply herbicide, pesticide and chemical preparations.
- Interpret and complete landscape plans.
- Lead and train staff and/or students, including organizing, prioritizing, and scheduling work.
- Perform maintenance for tractors, hydraulic systems, irrigation systems, mowers, rototillers and associated equipment.
- Perform routine welding and equipment repair.

**WORKING CONDITIONS:**

Shop and in/outdoor environment; exposed to hazards associated with power and hand tools, dust, fumes, high-pressure steam, high temperatures and confined spaces; regularly subject to external environmental conditions such as cold, heat, dust, snow or fumes from equipment or chemicals.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.