



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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**JOB POSTING**  
**PARK & RECREATION DEPARTMENT**  
**ASSISTANT GOLF COURSE GROUNDS MANAGER**

**TITLE:** Assistant Golf Course Grounds Manager

**LOCATION:** The Meadow at Peabody Golf Course

**SALARY:** Range low to mid \$40K, depending on qualifications

**SCHEDULE:** Full-time; 40 hours per week  
Hours subject to change based on need; Saturday hours required during golf season.  
April 1<sup>st</sup> – Nov 30<sup>th</sup> Tuesday – Saturday: 6:00 AM – 2:00 PM  
Dec 1<sup>st</sup> – May 31<sup>st</sup> Monday – Friday: 7:00 AM – 3:00 PM

**LOCATION:** The Meadow at Peabody Golf Course

**Summary of Duties: (full description and qualifications required is available at HR Dept.)**

The City of Peabody seeks a well-qualified Assistant Golf Course Grounds Manager. The Assistant Manager reports directly to the Golf Course Grounds Manager. Under the Manager's supervision, the Assistant Manager directs and participates in the maintenance of the golf course; supervises the maintenance and repair of motorized and mechanical equipment and completes related work required and provide reports associated with work. The Assistant Manager may serve in the Manager's capacity during his absence.

Essential job functions include:

- Assists in planning and supervising the maintenance of greens, tees, fairways and rough; schedules work/
- Supervises the employees and the use of the equipment.
- Instructs equipment operators on the operation and care of mowing and other equipment.
- Supervises and applies pesticides applications and/or operates and calibrates pesticide application equipment.
- Supervises and participates in the maintenance of irrigation and drainage systems.
- Assists in personnel management and evaluation of procedures and practices; may recommend changes to assure employee safety and that of the public and to maintain department discipline.
- Other duties as may be assigned.

**QUALIFICATIONS:** **Education:** Associates degree in Turf Management or related area of study desired. **Experience:** At least 1 to 2 years of experience as an Assistant Golf Course Grounds Manager or at least three years of demonstrated work that establishes knowledge of the maintenance of a golf course and the science associated; demonstrated knowledge of drainage control methods and irrigation systems. Must have or obtain a Massachusetts Pesticide License within 6 months of

employment. Experience must establish ability to effectively train, assign and supervise work of others. Must possess a valid MA driver's license. Must be able to use machinery involved and to lift and carry 50lbs. Vision and hearing at or correctible to normal ranges.

**Posting Date: February 5, 2018**

Qualified candidates please apply on or before **12:30 PM on Friday, February 16, 2018** at the City of Peabody, Human Resource Dept., City Hall, 24 Lowell St. Peabody, MA 01960; email [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov); fax 978-278-1544. The City is an EOE.