**VACANCY ANNOUNCEMENT**

**EMPLOYMENT OPPORTUNITIES IN THE NYS OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION LONG ISLAND REGION**

**TITLE/GRADE/SALARY HIRING RATE: Golf Course Manager 2, G-18, $60,069 + $3,026 Location Pay**

# **WORK LOCATION: SUNKEN MEADOW STATE PARK**

**NEGOTIATING UNIT: PS&T NU05**

**JURISDICTIONAL CLASS/ITEM #: Non-Competitive, ITEM #5010**

**TYPE OF APPOINTMENT: PROVISIONAL**

# **OPERATING NEEDS**

Selected candidate must possess a valid New York State Motor Vehicle Class D Driver License by the date of appointment and maintain the license as a term and condition of employment;

Selected candidate must obtain a Pesticide Technician’s License (Category 3A) within 6 months of appointment and maintain it as a term and condition of employment. Selected candidate must upgrade to a commercial applicator’s license within two years of appointment and maintain it as a term and condition of employment.

Ability to supervise small work crews of seasonal employees

Ability to operate and skill in the use and maintenance of lawn/garden equipment and small hand tools

Ability to read and understand written and/or verbal material and instructions; effective communication skills

**MINIMUM QUALIFICATIONS:**

**Promotion (NYS employees only)** You must have had one year of permanent competitive or non-competitive service as a Golf Course Manager 1 or Golf Course Maintenance Supervisor.

**Open-Competitive (open to the public)** -  **five** years of experience in a position in which your duties were **performed on a golf course** and included grounds maintenance, turf grass management, fertilizing, and pesticide application; or operation and management of golf course and facilities, including two years of golf course supervisory experience AND an associate’s degree in turf management, horticulture, turf agronomy, or golf course management. A bachelor’s degree in turf management, horticulture, turf agronomy, or golf course management may be substituted for TWO years of the general experience. It cannot be substituted for the supervisory experience.

**Examples of non-qualifying experience are but are not limited to-** experience working at a driving range or at a miniature golf course.

\*NOTE: Individuals appointed provisionally must take and pass a Civil Service examination for this position and be reachable; i.e., be one of the top three (3) candidates on the resulting eligible list willing to accept the position.

**It is the responsibility of each applicant to accurately describe their experience and demonstrate that they meet minimum qualifications and agency needs.**

# **DUTIES AND RESPONSIBILITIES See next page**

**ADDITIONAL INFORMATION:**

If you feel you meet the minimum qualifications, the Agency operating needs and are interested in being considered for this vacancy, you can obtain an Employment Application from your local park office, your region’s administrative headquarters or download an application from the NYS Office of Parks, Recreation and Historic Preservation website at www.parks.ny.gov/employment. Please forward your application and resume, if available [**LongIsland.employment@parks.ny.gov**](mailto:LongIsland.employment@parks.ny.gov) or to: Janet Grant, Personnel Office, 625 Belmont Ave., West Babylon, NY 11704

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation.  If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at* [*info@goer.ny.gov*](mailto:info@goer.ny.gov)*.*

**NOTICE NO. 22-003 POSTING DATE: January 10, 2022**

**APPLICATIONS ACCEPTED UNTIL: January 25, 2022**

**Page Two TITLE: Golf Course Manager 2**

**NOTICE NO. 22-003 WORK LOCATION: SUNKEN MEADOW STATE PARK**

# **DUTIES AND RESPONSIBILITIES**

# Under the supervision of higher-level personnel, the candidate will engage in the performance of the following tasks and/or activities at Sunken Meadow State Park.

1. Supervise, schedule, train, golf course maintenance employees, assist with the development of all golf maintenance staff to ensure that staff are well-prepared and trained to perform assigned tasks, monitor performance, and implement mandatory training, updates, evaluations, and corrective measures. Assign duties and regularly follow up with staff to inspect their work to ensure completion of routine and special projects in a safe and timely manner.
2. Responsible for all aspects of golf course maintenance on 27 holes, one putting green, including cup changes, greens maintenance and tees.
3. Direct and oversee chemical application program including insecticide, fungicide, herbicide, fertilizer, lime, and tree maintenance. Inspect golf courses daily to observe and monitor irrigation needs, pest and disease problems and overall turf health and conditions. Apply fertilizers, pesticides, and take other actions to maintain and improve turf conditions and playability according to Integrated Pest Management plans and best practices.
4. Schedule and oversee mowing of tees, fairways, approaches, aprons, greens, rough, aerification, vertecut, top dress program.
5. Initiate, complete, and review standard reports and written communication including, but not limited to pesticide use reports, procurement reconciliation and recordkeeping, Integrated Pest Management recordkeeping, irrigation water usage, equipment use reports, and training records. Maintain chemical inventory and usage records for DEC, order supplies, solicit bids following purchasing guidelines, check deliveries.
6. Schedule and maintain irrigation system, repair and replace malfunctions, monitor wells for safe and maximum performance. Assist in determining and recommending the needed equipment, materials, and supplies for the operation and maintenance of the golf course. Follow standard agency procedures to purchase necessary supplies and materials: perform contract searches, obtain quotes, perform M\WBE vendor searches, and ensure that all proper procurement documentation is completed.
7. Investigate complaints, take immediate corrective actions, and forward findings to supervisors immediately; follow agency emergency notification protocols to report incidents and emergencies. Communicate regularly with Park Management to provide recommendations regarding rehabilitation and improvements to the golf course, and to better manage golf operations, employee and patron issues, park incidents, and emergencies
8. Recommend replacement of equipment, rehabilitation and capital projects based on need, and priority. Conduct regular inspections of motorized equipment, identify maintenance needs and repairs, make recommendations to supervisor regarding needed parts, tools, supplies and equipment necessary for repairing small engines and motorized equipment.
9. Operate light trucks, passenger vehicles, tractors, landscape equipment and other equipment as required.
10. Load, move or unload materials of varying weights and sizes as required in the performance of the duties as described
11. Perform other related duties as required