

**COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE 2020-09**

**ORDINANCE CREATING NEW TITLE AND UPDATING JOB
DESCRIPTION AND SALARY SCALE**

Section 1. Purpose & Authority. Pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165, the Borough of Paramus hereby adds one new title to the Paramus Golf Course Department and updates the job description.

Section 2. New Title: The following title is hereby created in the Golf Department and in the PSEA Collective Bargaining Unit.

ASSISTANT SUPERVISOR GOLF

Section 3. Job Description. The job description for the following title is hereby created. The description shall be kept on file with the Borough Clerk as an appendix to this ordinance.

Salary Scale as Follows:

Step 1	Step 2	Step 3	Step 4	Step 5
\$51,568.90	\$56,167.22	\$60,860.56	\$65,647.78	\$70,530.73

Section 4. No New Rights/No Vacancies. Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

Section 5. Repealer. All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

Section 6. Savings and Construction. This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

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Section 7. Codification. This ordinance shall be codified as an amendment to the salary ordinance and other chapters of the Borough Code, where necessary. The appendix to this ordinance shall not be codified but shall be available for inspection.

Section 8. Effective Date. This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:

Approved:



ANNEMARIE KRUSZNIS, RMC
Borough Clerk



RICHARD A. LABARBIERA
Mayor

Introduced: March 17, 2020

Final: April 7, 2020

ASSISTANT SUPERVISOR GOLF COURSE

NOTE: *The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.*

DEFINITION: The golf course Assistant Supervisor is responsible for assisting in the daily operations of the golf course maintenance division.

EXAMPLES OF WORK: All duties performed on the job may not be listed and may be modified from time to time as necessary to meet the needs of the Paramus Golf Course operation.

The golf course Assistant Supervisor reports directly to the golf course General Manager/Superintendent. The Assistant Supervisor is responsible for assisting in the daily management and operations of the golf course and overseeing the weekend maintenance operations. Other responsibilities include training and supervision of staff as well as assisting in all aspects of cultural practices, proper operation of the irrigation system as well as operation of equipment.

EXPERIENCE: Five (5) years of experience in the management of an 18-hole golf course.

- Possession of an Associate's Degree in Turf Management, Turf Science, or Agronomy from an accredited college or university may be substituted for two (2) years of indicated experience.
- Satisfactory completion of a one-year program in Turf Management, Turf Science, or Agronomy from an accredited college or university may be substituted for one (1) year of indicated experience.

LICENSE:

- Will be required to possess a driver's license valid in the state of New Jersey.
- Possession of a Valid New Jersey pesticide applicators license 3B.
- Possession of a valid State of New Jersey Fertilizer License.

KNOWLEDGE AND ABILITIES:

- Knowledge of rules, regulations, practices, and procedures related to the game of golf.
- Knowledge of procedures used in the maintenance, repair, construction, and cleaning of a golf course and its facilities.
- Knowledge of procedures used in assigning employees to various tasks.
- Knowledge of procedures used in purchasing, allocating, maintaining, and safeguarding golf equipment, materials, and supplies.
- Knowledge of procedures used in establishing personnel, equipment, financial, and other records.
- Ability to utilize available personnel, funds, and equipment in the operation, maintenance, construction, repair, and cleaning of a golf course and its facilities.

- Ability to give assignments to individuals, provide them with needed advice and assistance when difficult and unusual problems arise, and to check their work to ensure compliance with proper procedures.
- Ability to deal effectively and professionally with persons using the golf course, the general public, commission and Borough Administration.
- Ability to prepare clear, sound, accurate, and informative reports
- Ability to maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

OTHER REQUIREMENTS:

- Must possess a New Jersey State Pesticide Applicators License 3B and be able to apply pesticides as required.
- A complete knowledge of chemical application equipment calibration and troubleshooting.
- A thorough understanding of turf grass diseases, insects, weeds as well as pest management is required.
- Attend continuing education classes to maintain the pesticide license and stay abreast of all changes in pesticide management.
- Must possess a certificate or degree in Turf Grass Management from an accredited college or university.
- Must have a minimum of five (5) years golf course experience.
- Must be able to operate the computerized irrigation system.
- Must be motivated with a strong attention to detail.
- Maintain irrigation systems, including winterizing the systems and starting them up in spring.
- Lift weight of 50 pounds.
- The Assistant Supervisor must also be able to work weekends as part of the regular work week.

RESPONSIBILITIES:

- Coordinate scheduling of turf maintenance staff to meet workload and safety requirements.
- Discipline staff according to union contracts and established policy.
- Maintain and oversee work unit budgets.
- Assist in recruiting and mentoring turf maintenance staff.
- Train staff on monitoring, maintenance and servicing of equipment to ensure operational standards.
- Respond to internal and external customer inquiries.
- Perform other duties as required by the superintendent.