

POSITION DESCRIPTION **GOLF COURSE SUPERINTENDENT**

I. Position Title: Golf Course Superintendent

II. Reports to: General Manager

III. Job Summary:

The Golf Course Superintendent is entrusted with the maintenance, operation and management of the golf course. The Superintendent shall be responsible for turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, scheduling/maintenance or irrigation systems, pesticide applications, related recordings, and compliance of regulatory issues. Additional responsibilities include coordinating safety and security program for maintenance facilities and employees and participation in long range planning. The Golf Course Superintendent works to create an environment where staff is involved and enthusiastic, with open communications and respect for themselves, members, guests and the property.

IV. Minimum Qualifications:

- Minimum 8-10 years of progressively responsible experience in golf course management. 3-5 years' experience as the #1 decision maker a plus.
- 2-year Degree or Certificate in Turf Management (or related field).
- Prefer Certification by the Golf Course Superintendents Association of America.
- Extensive Ultradwarf Bermudagrass turf management experience. Champion G12 experience a plus.
- Overseed knowledge and experience preferred.
- Keen interest and understanding of classic golf course architecture.
- Advance computer skills and desire to explore new technology that may assist the operation.
- Valid Driver's License & Heavy Equipment Operation.
- Pesticide Application License.

V. Primary Duties:

The primary duties and responsibilities of the Superintendent include, but are not limited to, the following:

Golf Course Management:

1. Maintains course in superior playing condition.
2. Develops and maintains drainage, irrigation and watering systems.
3. Records all maintenance on course.
4. Supervises all planting and care of turf, plants, shrubs, trees and other facilities on the golf course.
5. Oversees all course construction and restoration projects.
6. Establishes short and long-range plans for the golf course.

Equipment & Safety Management:

1. Maintains all equipment used for Golf & Grounds Maintenance departments.
2. Supervises operation of the equipment repair shop.
3. Ensures that chemicals, fuel and other controlled projects are used, stored and disposed of in accordance with local, state and federal regulations. Maintains required recordkeeping.
4. Conducts facility security checks ensuring accurate inventory of equipment.

Staff Management:

1. Schedules, trains, supervises and evaluates all personnel assigned to department.
2. Implements and enforces comprehensive safety program for employees, members and guests on course in compliance with local, state and federal laws.
3. Maintains accurate work records for all personnel in the department.
4. Attends staff and management meetings.
5. Attends continued education programs (turf conferences, equipment shows, workshops) to maintain a current knowledge of turf innovations and industry changes that could affect the department's operation.
6. Prepares and revises Golf Course Standards.
7. Plans professional development and training activities for subordinates.

Budget Responsibilities:

1. Develop annual operating budgets and plans for maintenance and capital improvement projects; takes corrective action as necessary to help assure that budget goals are met.
2. Plan and budget for additional or replacement capital equipment.
3. Monitor internal cost control procedures.

Communication:

1. Communicates with Golf Professional staff and General Manager to discuss conditions of facilities, maintenance plans and scheduled events.
2. Communicates as necessary with Green Committee and/or other applicable Committees relating to special projects.
3. Keeps members informed about current and future maintenance activities.
4. Undertakes special projects as requested by the General Manager or Club's Membership.

Property & Infrastructure Maintenance:

The Golf Course Superintendent works closely with Grounds & Building Maintenance Departments.

1. Assists in all emergency situations relating to the storm preparations, road system, underground utilities, and other infrastructure repairs.
2. Help maintain a variety of records and drawings to determine location of all utilities located throughout the property.
3. Assists the Grounds Manager with the maintenance and oversight of tree maintenance, forest management, road systems, private cottage landscape renovations, and other areas.
4. Assists Building Maintenance with projects relating to drainage, utility installation, grading, and other areas.

VI. Individual Attributes:

- Work under busy conditions and must complete his/her task in an efficient, organized manner, while maintaining a professional demeanor.
- Demonstrate integrity, work ethic, honesty and high level of skill.
- Be a self-starter, enthusiastic and able to motivate other members of the staff.
- An eye for detail, a sense of urgency and the ability to follow through on tasks.

VII. Physical Demands of Work Environment:

- Ability to walk, stand, and move over uneven terrain for extended periods.
- Able to lift and carry at least 50 pounds occasionally.
- Work is performed in both office and outdoor environments with exposure to local weather conditions.
- Frequent lifting, bending, climbing, stooping, and pulling.
- Moderate to high noise from equipment. Work under busy conditions and must complete his/her task in an efficient, organized manner, while maintaining a professional demeanor.