

GOLF COURSE SUPERINTENDENT

Reports to: Director of Recreation & Tourism
Position Control No.: 2530

Department: Recreation & Tourism
403- Bayou Golf Course

Department Head Approval:  Date: 8/15/17
 Full Time Part-Time Seasonal
 Exempt Non-Exempt

JOB SUMMARY:

Under the supervision of the Director of Recreation and Tourism, the Golf Course Superintendent is responsible for all activities related to the care and maintenance of the golf course, grounds and equipment as well as supervising the Crew Leader, Mechanic & crew responsibilities. Plan and implement budgets. Hire, train and supervise staff. Apply agronomic, landscaping and horticultural principles to assure that quality standards are consistently achieved and/or exceeded. Maintain a safe, productive work environment and ensure that standards are met and the golf course continually improves.

ESSENTIAL JOB FUNCTIONS:

1. Maintain the golf course in excellent playing condition according to industry standards.
2. Supervise course construction projects and all planting and care of turf, plants, shrubs and trees.
3. With the Operational Team, develop and propose a yearly maintenance plan as well as budget for the golf course maintenance. Implement the approved maintenance plan and adhere to the budget.
4. Per maintenance specifications, direct and supervise the cultural practices involved in growing various turf grasses including maintenance of greens, fairways, and tees. Also responsible for maintenance of bunkers, bodies of water, roughs, trees, ornamental plants, maintenance shop and grounds, cart maintenance, and clubhouse landscape maintenance.
5. Oversee and maintain the operation of the irrigation systems throughout the property including: pump station building, equipment, electrical controllers, wells, vaults, and computer systems.
6. Create a high-performance team of co-workers while maintaining a positive, safe, challenging, enjoyable work environment.
7. Supervise the procurement of supplies and materials and ensure costs remain within budgetary limitations.
8. Conduct monthly safety meeting/training with maintenance staff and record attendance. Complete safety audit to ensure all issues are addressed.
9. Establish and maintain protocol for management and disbursement of course and grounds water supply. Monitor water usage on a weekly basis to ensure budget objectives are maintained.
10. Establish and implement a maintenance program for appropriate equipment, tools, vehicles, etc.

11. Attend all Bayou Course Advisory Board meetings.
12. Maintain accurate records to track labor costs, maintenance expenses, construction activities, equipment repair, OSHA safety activities, and fertilizer, chemical, and pest control practices within guidelines.
13. Ensure all city policies and procedures are followed.
14. Plan and implement staffing schedules to ensure quality standards are achieved.
15. Supervise and perform equipment repair and maintenance.
16. Participate in Department Head meetings and all golf courses related meetings.
17. Supervise and performs irrigation scheduling and repairs.
18. Maintain security of golf course property and buildings.
19. Promotes and follows all current and future Club and course policies and rules.
20. Must be able to frequently sit, stand, bend, kneel, walk and crouch.
21. Ability to lift up to 50 lbs., and to lift overhead and push/pull, move lighter objects.
22. The employee can be exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat.
23. The employee is occasionally exposed to wildlife such as snakes, coyotes, spiders, bees and hornets, etc.
24. Work closely with the Golf Pro to coordinate activities and meet needs of golfers, events, tournaments, etc.

QUALIFICATIONS:

1. Must have a valid Texas Driver's License with an acceptable driving record.
2. Bachelors' degree and experience managing a golf course is preferred, 5-10 years' experience in turf grass management or equivalent combination of years and experience.
3. Active member of GCSAA.
4. Pesticide applicator license is required; however applicant must be able to acquire the license within 6 months of employment.
5. Irrigation control system experience.
6. Experience in all phases of golf course management.
7. Strong budget management and forecasting skills.
8. Excellent communication skills.
9. Strong observational skills and detail oriented.
10. Highly organized.
11. Must be able to operate trucks and motorized equipment necessary for golf course maintenance and have the ability to work independently.
12. Working knowledge of the maintenance of golf course greens, tees, fairways, the maintenance practices for golf course turf, the planting, cultivating, pruning, and caring for plants, shrubs and trees, the characteristics and proper use of various fertilizers and soil conditioners, herbicides and pest control methods and materials, drainage control methods, and irrigation system, including wells, pumps and automatic controls.
13. Ability to schedule and supervise maintenance work to achieve the most efficient utilization of works and equipment and to prepare clear and concise reports.

- 14. Extensive knowledge of soils and turf.
- 15. Extensive knowledge of fertilizers and chemicals used in golf course maintenance.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/ or move up to 50 pounds and occasionally lift and/ or move up to 50 pounds.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date