

I. Position

Golf Course Superintendent

II. Job Summary (Essential Functions)

Manage and maintain golf course properties including golf course, clubhouse grounds and landscaping, open spaces and the equipment used to maintain these areas.

III. Job Tasks (Additional Responsibilities)

1. Maintains all grounds and course maintenance equipment according to the club's turf management program.
2. Schedules, trains, supervises and evaluates all personnel assigned to department.
3. Supervises all planting, fertilizing, care and removal of turf, plants, shrubs, trees and other facilities on the golf course.
4. Supervises operation of the equipment repair shop.
5. Records all maintenance on course.
6. Prepares annual budget for department; takes corrective action as necessary to help assure that budget goals are met.
7. Selects and prepares proper fertilizers and nutrients for all flora and fauna.
8. Develops and maintains drainage, irrigation and watering systems.
9. Maintains course in proper playing condition.
10. Implements and enforces comprehensive safety program for employees, members and guests on course in compliance with local, state and federal laws; implements and manages the club's hazard communication (HAZCOM) program.
11. Maintains accurate work records for all personnel in the department.
12. Communicates as necessary with golf professional to discuss conditions of facilities, maintenance plans and scheduled events.
13. Communicates as necessary with grounds, golf or house committees or other applicable committees.
14. Ensures that chemicals, petroleum and other controlled products are used, stored and disposed of in accordance with local, state and federal regulations; maintains required records and strives to minimize the use of chemicals and petroleum products.
15. Attends staff and management meetings.
16. Attends turf conferences, equipment shows, workshops and other educational programs to maintain a current knowledge of technical and turf innovations and changes that could affect the department's operations.
17. Prepares and revises grounds manual.
18. Establishes short- and long-range plans for the golf course.
19. Oversees all course construction and maintenance.
20. Keeps members informed about current and future maintenance activities.
21. Conducts daily facility security checks ensuring accurate inventory of equipment and keys.
22. Plans professional development and training activities for subordinates including safety training for equipment use and proper handling of fertilizers, herbicides and all other chemicals used on course; assures that MSDSs are available in convenient location.
23. Makes recommendations for capital improvement and purchases.
24. Supervises road and roadside maintenance within the club's grounds.
25. Ensures proper landscaping for property outside of golf course including the clubhouse and surrounding areas.
26. Coordinates applicable work with outside contractors.
27. Inspects course regularly to evaluate and recommend improvements.
28. Determines if and when course should be closed due to weather conditions that may damage the course if play continues.
29. Interacts with the golf professional to maximize the number of rounds played.
30. Conducts other appropriate tasks assigned by the general manager.

IV. Reports to

General Manager

VI. Supervises

Asst. Golf Course Superintendent; Pesticides Application Specialist; Irrigation Specialist; Equipment Operator; Equipment Mechanic; Greenskeeper