

## **GOLF COURSE SUPERINTENDENT**

### **Job Description**

**Job Title:** Golf Course Superintendent  
**Department:** Greens  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** January 2002  
**Approved By:** General Manager  
**Approved Date:** January 2002

#### **SUMMARY**

Provide members with courses and practice areas which provide excellent playing conditions and exceptional turf management. Management includes all related properties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensure ability to maintain two gold courses in maximum playing condition while remaining within budgetary guidelines.
- Provide an effective staff to achieve goals for assigned areas of responsibility.
- Ensure proper completion of all course remodeling, layout changes, and special projects.
- Maintain positive relations with homeowners.
- Assist Board and members with questions or suggestions regarding course condition or recommendations for change.
- Through continuing education, sustain innovative operating methods in all areas of responsibility.
- Maintain a professional image with members, employees, and the community.
- Support safe work habits and a safe working environment at all times.
- Ability to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors and members/guests with respect and courtesy, and to refrain from abusive, insubordinate and/or violent behavior.
- Perform other duties as directed.

#### **SUPERVISORY RESPONSIBILITIES**

- Manage all personnel functions by developing, maintaining, and evaluating personnel in effective, efficient and safe work procedures.
- Manage equipment, materials, and resources effectively.
- Achieve department goals through development and management of an effective budget.
- Schedule and assign work to be performed.
- Follow up and review all work performed.
- Ensure a safe environment for employees, members and guests.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.S.) from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from the Board of Directors, committees, members, guests, employees and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Driver's License, Pesticide Applicator's Certificate, Member of Golf Course Superintendents of America.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is highly variable, although the average noise level is moderate, the range would vary from quiet to loud.

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Print Name

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Signature

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Date