

**Job Description**

**Golf Course Superintendent**

**Job Overview:**

Responsible for operation of the golf course operation and maintenance. The responsibilities include: turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, scheduling/maintenance on irrigation systems, pesticide applications, related recording and compliance of regulatory issues.

The Golf Course Superintendent works to create an environment of open communications with staff, members and guests.

**Basic Functions:**

* Responsible for all phases of golf maintenance and agronomic operations, cost control, and personnel.
* Work closely and coordinate with the Board of Directors, Head Golf Professional and Club House Manager on issues related to golf course maintenance and event organization
* Directs and participates in the construction and maintenance of the grounds.
* Assist Board of Directors, Head Golf Professional and Club House Manager with administering Club rules and policies for staff.
* Works closely with the Board of Directors, Head Golf Professional and Club House Manager to operate the Golf Course in a fiscally responsible and professional manner.
* Must be able to work independently and be a self-starting problem solver.

**Primary Duties:**

* Oversee the care and maintenance of turf, ornamental plants, shrubs, trees, wetlands and buildings.
* Direct and assists the staff on the planting of new vegetation, spraying, pruning and trimming of trees and shrubs.
* Prepare as needed soil plant beds and tending to high stress areas.
* Manage and track irrigation system and provide monthly reporting on retaining ponds, wells and other water source usage.
* Recruit, supervise and retain maintenance staff.
* Provides technical, operational and safety training for employees by working within OSHA and Club guidelines for safe working conditions.
* Oversee staff in proper and safe operation of mechanical and power equipment.
* Plan and budget for additional or replacement capital equipment.
* Supervise and participate in the application of fertilizer, chemicals pesticides on Club grounds in compliance with all local, state, and federal regulations.
* Supervise and control maintenance expenses associated with golf course operations, including payroll, supplies, chemicals and fertilizers.
* Develop annual operating budget and plans for maintenance and capital improvement projects.
* Maintains records and complete required documentation for ordering parts, supplies and equipment as needed.
* Schedule maintenance practices around member play and outings to maximize efficiency and minimize disruption to members.

**Knowledge & Skills Required:**

* Knowledge of management and maintenance of greens, fairways and roughs.
* Knowledge of use and operating standards of equipment and tools used in golf course maintenance work.
* Skill in recruiting, supervising, training, monitoring, evaluating and motivating personnel.
* Decision making, effective verbal, listening, writing and time management skills, attention to detail,
* Interpersonal skill to resolve conflict and work with Board of Directors, officials, employees, members and general public.
* Knowledge of safe use, mixing and application of chemicals and commercial products.
* Knowledge of the game of golf, golf rules and methods of play.
* Ability to anticipate personnel, equipment, and material requirements related to golf course maintenance and repair assignments.
* Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.
* Snow removal and winter maintenance activities when necessary.

**Minimum Qualifications:**

* 2-5 years’ experience as a Golf Superintendent or 1st Assistant
* 2-year Degree or Certificate in Turf Management (or related field of agronomy, horticulture, plant science, soil science).
* Advance computer skills required for financial reporting and control of operations, including use of Microsoft Office Suite.
* Pesticide Application License
* Valid Driver's License

**Personal Attributes**

The candidate must also demonstrate the following personal attributes:

* be honest and trustworthy
* be respectful
* possess cultural awareness and sensitivity
* be flexible
* demonstrate sound work ethics

Compensation commensurate with experience.

Please send or email your letter of application and resume to:

**John Beneke – Board President**

**Spencer Golf & Country Club**

**2200 West 18th Street**

**Spencer, Iowa 5301**

**712-346-8641 (cell phone)**

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