



Golf Course Superintendent/Director of Golf

Frederick Peak Golf Club - Valentine, Nebraska

Job Open until January 19th or until filled

Please email resumes to Devin Muirhead, Board President, at cisco5144@gmail.com

Frederick Peak Golf Club is a 10-hole municipal golf course operated by the City of Valentine. The course opened for play in 2017 and was designed by architects Tom Lehman and Chris Brands. Amenities include a clubhouse, golf shop, a driving range, two practice greens, and the golf course. The golf course features 34 acres of low mow Kentucky bluegrass fairways and tees and 2 acres of T1 bentgrass greens. In 2019, Frederick Peak was named to Golf Advisor's Top Courses in Nebraska list (#7).

Overview

The maintenance, operations, and management of a golf course and clubhouse facilities will be entrusted to the superintendent. Duties include directing activities of the golf course, supervising skilled workers and laborers engaged in maintenance of grounds, buildings, and equipment, and recommending improvements for the course to the golf course board. The superintendent is also responsible for participating in the hiring process and overseeing the seasonal clubhouse manager. The duties attributing to the clubhouse will include diligent oversight on the operating budget for the property, oversight on the clubhouse manager and staff, oversight/delegation on events, planning and etc. The superintendent is also highly engaged in labor on the course and buildings and is responsible for giving general instructions as to work to be performed in order to achieve desired results.

General responsibilities

- Performing and supervising the construction and maintenance of the golf course
- Performing and supervising the maintenance, repair of, construction and golf course maintenance equipment
- Rendering professional advice, opinions, assistance and services to the facility's board appointed by the city council
- Must communicate on a regular basis with the clubhouse manager on course conditions, maintenance projects, events and planning, etc.
- Plan and manage capital improvements for the property
- Oversee and execute the properties operating budget
- The hiring of the seasonal clubhouse manager position
- Off-season marketing of the club
- Preparing the facility for the upcoming season during the winter months
 - League and tournament dates, special events, tentative maintenance schedules, etc.
 - In conjunction with the clubhouse manager
 - Clubhouse supplies included but not limited to: Apparel, equipment, major cleaning/repair, inventory, etc.
- Additional duties as assigned by the board

Reporting

The superintendent reports monthly to the board, established and empowered by the City Council to operate the golf course.

Typical functions

The superintendent assumes responsibility for managing/delegating and maintaining golf course properties, which may include:

- The golf course and practice facilities
- Maintenance equipment
- The golf car fleet
- Clubhouse grounds and landscaping
- Sod farm and nursery if on premises
- Oversight on clubhouse manager and clubhouse functions
- Will be the club's manager on the liquor license
- Needs to have or gain a major understanding on the GolfNow operations to run reports and manage the cash flow
- Assumes the responsibility of social media and marketing of the club, but has the power to delegate as they choose.

Additional functions including but not limited to:

- Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors.
- Prepares the annual budgets for the maintenance and capital improvement of course properties. The superintendent formulates the annual maintenance and capital budgets so as to implement board policies established in accordance with the long-range plan and defined maintenance and clubhouse standards.
- Interviews, hires, trains and supervises a staff or employees for the purpose of maintaining the golf course and grounds and the seasonal clubhouse manager. The superintendent has authority to terminate employment of subordinates.
- Plans all maintenance project work, applying his or her agronomic and administrative expertise to achieve maintenance standards and long range goals set by the golf course operating board.
- Final say in all weather related golf course decisions.
- Oversees the scheduling and routing of personnel and equipment to accomplish the work. The superintendent frequently inspects the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs. Which will include golf privileges so he/she understands fully the playability of the course.
- Acquires equipment and purchases necessary supplies to maintain the golf course and property grounds. The superintendent is responsible for inventory control and oversees the equipment maintenance programs. The superintendent approves all expenditures and exercises cost control measures to keep, as nearly as possible, operating and capital expenses in line with the approved budgets.
- Keep accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications etc & comply with DEQ for the property.
- Communicates regularly with the golf course operating board to discuss activities, goals, plans and member/customer input.
- Engages in direct labor on the course.

Employment standards

- Knowledge of current federal, state and local laws and regulations affecting the management of golf course operations (including, but not limited to, employment, safety and environmental standards, laws and regulations).
- May require current state certification or licensing as a pesticide applicator.
- Minimum 3-5 years experience in golf course operations or management and/or degree in golf course management or other related field is preferred.

Salary and Benefits

- \$44,782 - \$53,473 DOE
- City of Valentine offers full benefits, including Health, Vision, Dental, and Pension plan.