

# Job Description

## Golf Course Superintendent:

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**DEPARTMENT:** Golf Course

**SUBORDINATE STAFF:** Entire Golf Course Staff

**REPORTS TO:** General Manager

**EXEMPT:** Yes

*Being classified as "exempt" infers an employee in this position is not subject to the IWC Wage Order sections pertaining to overtime, minimum wage, record keeping, uniforms and equipment, cash shortage and breakage, meal periods, and rest periods. This means that although an employee in this position may be required to work in excess of 40 hours in any given week to perform their job duties, they will not be eligible for overtime pay or other additional compensation.*

### **POSITION SUMMARY:**

The golf course superintendent is entrusted with the development and management of the golf course. The responsibilities are to supervise the construction and maintenance of the golf course, to supervise the servicing and repair of turfgrass maintenance equipment, to keep appropriate records, and to prepare budgets and reports.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING AND OTHER DUTIES MAY BE ASSIGNED:**

- Plans, organizes, and directs the maintenance program for greens, tees, fairways, rough, and bunkers.
- Supervises the planting and cultural practices involved in growing various turfgrasses, trees, and ornamental plants.
- Supervises the efficient operation of an equipment service and repair shop. Procures supplies and materials within budgetary limitations.
- Keeps records of annual maintenance activities and costs.
- Prepares and presents the annual golf course maintenance budget.
- Participates in interviewing, hiring, and discharge of employees.
- In all instances, the golf course superintendent coordinates operations with the club manager and/or the golf professional.
- The superintendent also communicates and coordinates with all relevant membership and committees.
- The golf course superintendent assumes responsibility for managing and maintaining club properties, which include:
  - A. The golf course
  - B. Maintenance equipment
  - C. Clubhouse grounds and landscaping

- D. Tennis courts, swimming pool landscape, and other recreational facilities
- E. Open spaces, wooded areas, unused acreage and areas outside the perimeter fence
- F. Sod farm and nursery
- G. Other properties as specified in writing by the superintendent's supervisor

**MARGINAL DUTIES:**

In addition, the superintendent typically assumes the following responsibilities:

- 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 standards.
- Interviews, hires, trains, directs and supervises a staff of employees for the purpose of maintaining the properties. The superintendent has authority to terminate employment of subordinates.
- Plans all maintenance and project work, applying his/her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals
- 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.
- Acquires equipment and purchases necessary supplies to maintain the golf course and other properties. The superintendent is responsible for inventory control and oversees the equipment maintenance programs. Approves all expenditures and exercises cost control measures to keep, as nearly as possible, operating and capital expenses in line with the approved budgets.
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide application, etc.
- Communicates regularly with other members of the top management group to discuss activities, goals, plans and member/customer input. The superintendent also plays golf regularly with these individuals if possible. The superintendent attends all green committee meetings.

**QUALIFICATION REQUIREMENTS:**

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:**

- A 2 or 4 year degree/certificate in agronomy horticulture / plant/ soil sciences is required.
- Experience in all phases of golf course management and turf culture.
- Participating knowledge of the game of golf.
- Thorough knowledge of the construction, establishment, and maintenance practices employed on golf course putting greens, tee, fairways, roughs, and bunkers; planting and culture of turfgrasses used on golf courses; the planting, cultivation, and pruning of ornamental plants, shrubs, and trees; the characteristics and proper use of various fertilizers and soil conditions; pesticide control methods and materials; drainage methods; and watering practices and irrigation systems, including wells, pumps, and automatic controls.
- Knowledge of construction and maintenance of the maintenance facility, restrooms, fences, bridges, golf cart paths, service roads, parking lots, ponds, and streams.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Licensed in pesticide usage.
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**OTHER SKILLS and ABILITIES:**

- Ability to follow policies and procedures.
- Ability to operate a POS (Point Of Sale system), fax, copier, computer/printer, and telephone.
- Ability to communicate clearly verbally and in writing.
- Demonstrate good listening skills.
- Demonstrate good organizational and management skills.
- Ability to multi-task in a stressful environment.
- Ability to identify with "front house" and "back house" issues and resolve them in a timely manner.

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**PSYCHOLOGICAL DEMANDS OF THE JOB:**

The psychological 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.

**Employee spends 2/3 or more of the total time on the job:**

- Changing priorities.
- Being interrupted.
- Juggling multiple tasks.
- Working as part of a team.

- Interacting with people from other departments.
- Interjecting ideas and options.
- Paying attention to detail.
- Having to "think on my feet".
- Building rapport with members & guests.
- Dealing with a "fast-paced" environment.

**Employee spends 1/3 of the total time:**

- Working independently.
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**PHYSICAL DEMANDS OF THE JOB:**

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.

**Regularly (2/3 or more total time) required to:**

- *Use hands to finger, handle, or feel* objects and controls such as those on telephones, adding machines and computers.
- *Talk and hear* in person and on the telephone.
- *Reach* with hands and arms, *grasp* objects, *push/pull* approx. 10-50 pounds, *twist* the upper body, *rotate* the wrist, and *use* finger dexterity writing and using the computer.

**Frequently (1/3 to 2/3 total time) required to:**

- *Kneel, squat, bend and lift* in assisting dining room needs.
- *Sit* for several hours - up to 5 hours at a time per shift.

**Occasionally (up to 1/3 total time) required to:**

- *Stand* for several minutes up to 3 hours at a time per shift.
- *Walk* for a distance of 10 to 40 feet up to 3 hours at a time per shift.
- *Climb* stairs.

Specific *vision* abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. The majority of work is performed in an office setting.

**EQUIPMENT USED:**

**Regularly:**

POS (Point of Sale System)

**Occasionally:**

Telephone  
Copier  
Computer and printer  
Adding machine  
Fax machine

File Cabinet  
Stapler/Staple Remover

