

## **Job Description**

### **Head Superintendent**

Ballard Golf & Country Club  
Huxley, IA

Ballard Golf & Country Club is a 9-hole private club located in Huxley, IA. Ballard offers a great location between Ankeny and Ames. Ballard Golf & Country Club is a progressive club with a solid, active membership base. The course is irrigated with a double row fairway irrigation system. It features a Stratus II central control decoder system and a VFD pump station. Ballard features Penncross Creeping Bentgrass greens, a blend of Kentucky Bluegrass/Perennial Ryegrass fairways and Turf-type Tall Fescue tees. There is a total of three maintenance shops on site, the newest one built in 2019. The equipment is mostly newer and well maintained. Ballard Golf has a Capital Improvement Fund (CIF) that is strategically used to make and improve the facility.

Ballard Golf & Country Club is looking for a motivated candidate with an extensive knowledge of golf course maintenance and the game of golf. Successful candidate will report directly to the Board of Directors at Ballard Golf & Country Club.

### **Job Overview**

- Golf Courses specific responsibilities
  - Day-to-day management of grounds crew
  - Hiring & training of grounds crew members
  - Daily course maintenance
  - Repair and maintenance associated with buildings and equipment
  - Irrigation system repair and maintenance
  - Chemical/Fertilizer applications
  - Identification, prioritization, and execution of both short- and long-term projects
  - Personnel development and corrective action in accordance with fair labor standards, safety and established policy
- Maintains a working relationship with GM/Clubhouse Manager focused on Member satisfaction & overall experience
- Work with GM/Clubhouse Manager to provide timely membership communication and content via email (once weekly out of season, bi-weekly in season/as needed) & assist with member emails/requests
- Schedule and facilitate meetings with GM/Clubhouse Manager, and Tournament Director focused on tournament execution, member & player experience, and continuous improvement
- Attend Monthly Board of Directors meetings – provide updates & recaps accordingly
- Attend Golf Committee, League, and CIF Meetings (as needed)
- Assist Board of Directors with fiscal planning, budgeting, forecasting, monitoring, and correct as needed
- Assists Treasurer and external accounting firm (as needed) regarding Accounts Receivable and Accounts Payable through open lines of communication

- Assists with preventive maintenance plan and checklist for clubhouse (weekly, monthly and yearly schedule)
- Attend external committee/staff/public meetings representing BGCC
- Increase community involvement to promote the club to potential and existing members
- Maintain staff morale and good relationships between all employees and all departments
- Play golf with customers/patrons of all skill levels as time and duties permit

### **Qualifications**

- 5-year minimum golf course experience required
- Prior Superintendent experience preferred
- Must have or be able to obtain the proper pesticide certifications as well as maintain this license

### **Compensation/Benefits**

- \$45,000-\$60,000/year DOE
- Up to \$300/month stipend towards health insurance plan of your choice
- Simple IRA plan administered by AXA Advisors – 3% match
- Lunch (free) provided at the golf course restaurant during a normal working day.
- Membership to Iowa GCSA and GCSAA.
- Costs associated with required continuing education and annual Iowa Turfgrass Conference.
- Full golfing privileges for you, spouse, and family members under age of 22
- \$50/month stipend for cell phone plan
- \$250 bi-annual allowance for uniform pieces
- Additional bonus/incentives to be determined