



GOLF COURSE SUPERINTENDENT

Primghar Golf & Country Club

JOB DESCRIPTION

The Golf Course Superintendent is responsible for the maintenance, operation and management of the assets of the golf course. Duties include:

- Supervising the maintenance and repair of the golf course and course equipment.
 - Establish a weekly check list inspection for all equipment to get ahead of possible leaks.
- Supervising and training golf course staff.
 - Establish a weekly plan and communicate such to the staff, prior to the next week.
- Providing professional advice, opinions, assistance and services to the PGCC board of directors and/or city council.
- Working with the clubhouse management and staff during club activities, tournaments, etc., communicating and coordinating with all committees and groups appropriately.

BASIC FUNCTIONS

The superintendent will be responsible for all phases of course maintenance and agronomic operations, directing and participating in construction and maintenance projects. He/she will be responsible for planning and executing landscaping plans.

The superintendent will administer and enforce all club rules, regulations and policies (set by the board) as they pertain to members, visitors and employees.

The superintendent will work with the board to operate the course in a fiscally responsible and professional manner.

SPECIFIC DUTIES

- Maintain course equipment and golf cart fleet.
 - o Inspect, repair, refuel and wash the carts every 2-3 weeks.
- Maintain the golf course, maintenance facilities, clubhouse grounds and landscaping.
 - o Continue working with our greens, working to get them back from their different perils.
 - o Maintain good weed control, to include the entire golf course perimeter and the no-mows.
- Maintain and repair as need, all golf course ball washers, tee box signs, course waste receptacles, yardage markers and hazard marking stakes.
- Maintain the driving range, as what the range looks like, is what our course looks like, being the center of our gem.
- Maintain and clean course restroom facilities and waste cans.
- Manage water usage and irrigation systems, providing status reports to the board regularly.
 - o Repair irrigation leaks in a timely manner.
- Manages maintenance staff, ensuring that employees work within and follow state and federal guidelines for safe working conditions by overseeing the proper and safe operation of mechanical and power equipment.
- Work with the board to develop operating and capital budgets, communicating plans and needs for projects and equipment.
 - o In slack time, raining or early/late season, establish a 5-year budget plan for equipment replacement.
- Work with the board to establish a plan for pro shop offerings including golf equipment, accessories, and/or clothing, as requested.
- Present all receipts and purchases with descriptions or coding to the board for approval then to the city clerk for payments.

COMPENSATION AND REINBURSEMENT

- Salary and Benefits:
 - o Superintendent shall receive all benefits of the City (Short term disability, IPERS retirement and health/dental/vision insurances.)
 - o Other Expenses:
 - Superintendent shall keep records of all expenses, and after timely submission of receipts to the board for approval, reimbursement shall be made as agreed upon by the Golf Board.
 - Job related expenses must be preapproved and Superintendent will report to the board on meeting topics

TERMS OF CONTRACT:

- o The Superintendent will work a minimum of 40 hours per week from March 15th to October 31st, unless the weather warrants differently, with discretion of the Golf Board.
 - This would not include driving time, unless picking up needed supplies.
 - If under 40 hours for the week, other leave balances would be used. i.e. vacation hours.
 - If during the early/late season, the weather doesn't allow golf, other tasks will be completed. i.e. Yearly/monthly maintenance, parts inventory restocked, all shop buildings cleaned out, remove unneeded equipment, equipment inspections, look to the future for budget items and inform the board and update equipment inventory lists
- o The Superintendent is required to attend all monthly Golf Board meetings. If unable to attend, depending on the season and agenda, they will communicate with the board president or attend via phone, if the agenda warrants.

REQUIREMENTS

- 2 to 4 years of experience as a golf superintendent or assistant.
- Minimum of a 2-year degree in a related field preferred.
- Valid driver's license
- Current pesticide application license
- Knowledge of safe mixing and application of chemicals.
- Certification by the Golf Course Superintendents Association preferred.
- Knowledge of management and maintenance of greens, fairways and roughs.
- Knowledge of use and operation standards for equipment and tools used in golf course management.
- Interpersonal skills enabling collaboration with members and the public, along with successful management of staff and ability to resolve conflict.
- Knowledge of the game of golf, golf rules, strategies and method of play.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.