



CITY OF POLSON

POSITION: Golf Course Superintendent

DEPARTMENT: Golf Maintenance

ACCOUNTABLE TO: Director of Parks and Recreation

SUMMARY OF WORK: The golf course superintendent is entrusted with the maintenance, operations and management of golf course properties and equipment. Golf course superintendents carefully manage the maintenance inputs to the golf course while conserving and protecting natural resources. They directly influence the playing areas and landscapes with which golfers interact.

TYPE OF POSITION AND HOURS:

Full-time (40 hours/week)

Typical schedule:

Monday thru Friday (Winter), Tuesday thru Saturday (summer)

Hours and schedule subject to change and dependent on weather conditions

Salaried position: Starting at \$65,000 and D.O.E.

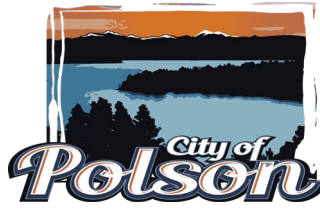
JOB CHARACTERISTICS:

The golf course superintendent reports directly to the Director of Parks and Recreation. The golf course superintendent's general responsibilities are:

- Leads the construction and maintenance of the golf course(s).
- Leads the maintenance and repair of construction and golf course maintenance equipment.
- Rendering professional advice, opinions, assistance and services to the facility's Director of Parks & Recreation, Contract Golf Professional, City Manager, and other staff as required.
- Participating in all long-range planning meetings.
- Coordinates operations with the Director of Golf and the Contract Golf Professional.
- Communicates and coordinates with all relevant staff, membership groups and committees.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Plans all maintenance and project work, applying his or 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.



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- 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. The Superintendent approves all expenditures and exercises cost control measures to keep operating and capital expenses in line with the approved budgets.
- Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors.
- Assists in preparing the annual budgets for the maintenance and capital improvement of course properties in accordance with the long-range plan and defined maintenance standards.
- Interviews, trains, and supervises a staff of employees for the purpose of maintaining the properties. The Superintendent has authority to recommend terminating employment of subordinates.
- Keeps accurate and complete records on inventory, water usage, chemical inputs, weather data, maintenance procedures, pesticide applications, etc.
- Communicates regularly with other members of the top management group to discuss activities, goals, plans and member/customer input.
- Instructs equipment operators on the operation and care of mowing and other equipment
- Supervises pesticide applications and/or operates and calibrates pesticide application equipment
- Responsible for the programming, operation, and maintenance of the golf course irrigation system(s)
- Maintains chemical storage and mixing areas in compliance with county, state, and federal regulations.
- Performs other duties as assigned.

JOB REQUIREMENTS:

Knowledge

- Advanced knowledge of agronomy and turfgrass management practices; a working knowledge of golf facility construction principles, practices and methods; and a thorough understanding of the rules and strategies of the game of golf.
- Working knowledge of the maintenance of golf course; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods.
- 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).
- Working knowledge of the hazards and safety precautions of the profession.



- Working knowledge of basic electricity and hydraulics related to an irrigation system, including automatic valves and controllers, and working knowledge of various types of pumps and pumping systems.

Skills

- A high degree of administrative and executive ability, especially in terms of problem solving and decision making.
- Skill in the use of a variety of equipment repair tools, and the making of various types of irrigation and equipment repairs.
- Advanced level skills in operation of equipment

Abilities

- Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment
- Prioritize projects to complete in an efficient & effective manner
- Establish and follow safety routines and practices
- Have the physical stamina to perform duties
- Lift, push, and pull up to 50 lbs. without assistance

EDUCATION AND EXPERIENCE:

- Degree or advanced certificate in agronomics, turf management or related field.
- Minimum of 1 year as an assistant golf course superintendent
- Current state certification or licensing as a pesticide applicator or the ability to achieve certification within 30 days of appointment.
- Certification as a Class A underground storage tank operator or the ability to achieve certification within 30 days of appointment.
- Valid State of Montana driver's license

Signed _____ *Date* _____

Printed Name _____

Attest:

Supervisor/Department-head _____ *Date* _____