



# **SOUTHGATE RECREATION & PARK DISTRICT**

## **Job Announcement**

### **Golf Course Superintendent – WildHawk Golf Club**

**Position is open until filled. A District application is required. Please apply at [www.southgaterecandpark.net](http://www.southgaterecandpark.net). Application screening begins February 5.**

Under general supervision of the Golf Manager, the Golf Course Superintendent administers, plans, organizes, and directs the maintenance, operation and management of the golf course. Responsible for the administration, supervision, direction and fiscal control of the department.

#### **ESSENTIAL FUNCTIONS**

Supervises and directs part-time and full-time personnel in the performance of turf maintenance of the golf course, construction and project management, golf cart fleet, repair of maintenance equipment, and the maintenance of clubhouse grounds.

Oversees the scheduling and routing of personnel and equipment to accomplish the work. The Superintendent inspects the golf course and related areas daily to evaluate how well management standards are being achieved and to effect changes in management programs.

Maintains accurate and complete records on payroll, inventory, weather data, maintenance, procedures, pesticide application, and other items.

Establishes and maintains positive working relationships with member clubs.

Participates in all long-range planning and renders professional advice, opinions, assistance and service.

Communicates regularly with other top management.

Prepares and administers the annual budgets for maintenance and capital improvements. Works within the budget limitations and is responsible for the control and supervision of division expenditures.

Administers personnel policies, ensures proper hiring, training, supervising, personnel development and corrective action in accordance with fair labor standards, safety and established policy.

Monitors the performance of all daily operations, functions and services and maintains high standards and ensures customer satisfaction.

Develops and maintains a sound organizational structure and ensures operational compliance with local, state and federal laws.

Ensures operational compliance with local, state and federal laws and regulations.

Performs skilled tasks in golf course maintenance and design, turf grass management, planning, horticulture, irrigation, construction, landscape architecture, and design.

Ascertain present and future needs for the golf course and reports findings to the Golf Manager and General Manager.

Works harmoniously and cooperatively with fellow employees and the public.

Performs heavy physical labor, lift, carry, push and pull heavy objects, such as cement and fertilizer bags (up to 100 lbs.). Walk, stand, stoop and crouch for long periods; climb ladders; dig ditches and post holes.

Performs operation of motor vehicles and/or power equipment with intermittent vibration.

Performs under various weather conditions.

### **ADDITIONAL RESPONSIBILITIES**

Other duties as assigned.

### **MINIMUM REQUIREMENTS**

Knowledge of and Skilled in: Philosophy, techniques and methodology of organization and administration of a maintenance department; agronomy and turf grass management practices; RainBird and similar irrigation systems; rules and strategies of the game of golf; current federal, state, and local laws and regulations affecting golf course operations; public relations; communications; detailed knowledge of the various aspects of golf course construction principles and methods; fiscal direction and control; evaluating the productivity of staff; developing assignments; problem solving and making effective decisions.

Ability to: Plan, organize, and direct a comprehensive management program; train, supervise and evaluate the staff work; collect and analyze data objectively, present data clearly and prepare sound recommendations and reports; establish and maintain effective and cooperative relationships; represent the agency effectively and negotiate with representatives of other agencies; participate in continuing education opportunities such as seminars, workshops and trade-shows; effectively communicate written and orally; good organizational skills; operate all utility, turf and golf course equipment; and work safely with hazardous materials.

Physical Requirements: Must be able to perform heavy physical labor, lift, carry, push and pull heavy objects such as cement and fertilizer bags (up to 100 lbs.); walk, stand, stoop and crouch for long periods; climb ladders; dig ditches and post holes. Operation of power equipment, load tractor and slope mower. Ability to perform duties under various weather conditions. Ability to operate motor vehicles and/or power equipment with intermittent vibration.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a four-year degree in Turf Management, Agronomy, Horticulture or a related field. Minimum of three years' experience in golf course maintenance including management experience. Three years of experience as an Assistant Golf Course Superintendent is preferred. (Extensive management experience may be considered as an alternative to a specific degree requirement.)

### **CERTIFICATES AND LICENSES**

Valid California Driver's License. Insurable under District policy. Qualified Applicator, Irrigation Technician, and Certified Arborists Certificates are desirable. Golf Course Superintendent Class A certification is highly desirable, Class B is desirable.

**COMPENSATION**

Salary range is \$9,041.67 - \$11,539.75 per month. Benefits include personal time off, holidays, health, dental, and life insurance and retirement programs.

**STATUS**

Full-time; Exempt.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The incumbent may be required to follow any other instructions, and to perform any other related duties.

Southgate Recreation and Park District is an Equal Opportunity Employer. Applicants will be considered on the basis of their qualifications without regard to race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, genetic information, sexual orientation or pregnancy.