

**OWATONNA COUNTRY CLUB
POSITION DESCRIPTION**

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| <u>Position Title:</u> | Golf Course Superintendent | <u>Status:</u> Full-Time |
| <u>Department:</u> | Maintenance | <u>Effective Date:</u> January 23, 2023 |
| <u>Reports To:</u> | General Manager | <u>Date Last Revised:</u> January 23, 2023 |

Overview

The golf course superintendent is entrusted with the maintenance, operation and overall management of the golf course and swimming pool.

General Responsibilities

- Supervising the construction and maintenance of the golf course.
- Supervising the maintenance and repair of construction and golf course maintenance equipment.
- Rendering professional advice, opinions, assistance and services to the facility's executive council as required.
- Participating in all long-range planning meetings.

Reporting

- The golf course superintendent typically reports directly to the General Manager.
- The golf course superintendent also communicates and coordinates with the Greens Chair and golf committee.

Typical Functions

The golf course superintendent assumes responsibility for managing and maintaining golf course properties, which includes:

- The golf course
- Maintenance equipment
- The golf car fleet maintenance
- Clubhouse grounds and landscaping
- Swimming pool
- Open spaces, wooded areas, unused acreage and areas outside the perimeter fence
- Sod farm and nursery
- Other properties as specified in writing by the General Manager

Additional Functions

- 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 Club policies established in accordance with the long-range plan and defined maintenance standards.

- Interviews, hires, trains and supervises a staff of employees for the purpose of maintaining the properties.
- 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.
- 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, 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 applications, etc.
- Communicates regularly with other department heads to discuss activities, goals, plans and member/customer input.
- Attends weekly managers meetings
- Weekly course tour with the General Manager during the golf season months.

Employment Standards

- 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.
- A high degree of administrative and executive ability, especially in terms of problem solving and decision making.
- Excellent oral and written communications skills.
- 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).
- Participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.
- Require current state certification or licensing as a pesticide

Compensation

- Salary is negotiable depending upon experience – minimum salary for role is \$68,000.
- Benefits including health insurance, 401K match, reimbursement for continuing education, membership to national and state associations, and attendance at national and state conferences.
- Expected March 1, 2023 start date