



Golf Course Superintendent

Pekin Park District

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Closing Date:

Salary: \$65,000 - \$75,000

Description:

Job Title: Lick Creek/Parkview Golf Course Superintendent

Division: Lick Creek & Parkview Golf Course

Supervision Designation: Under the direct supervision of the Director of Golf, as outlined for this position.

Classification: Full-Time Exempt; year-round

Salary: Range of \$65,000 - \$75,000

Job Function: The position of Golf Course Superintendent is responsible for the maintenance and condition of golf course turf areas which include; clubhouse lawns, trees, golf course maintenance equipment, landscaping and all other fixtures related to the golf course division.

Administrative:

- Review and verify departmental timecards for Lick Creek and Parkview GC on appropriate dates in the Paychex payroll system.
- Assist the Director of Golf in the development of the annual golf budgets for Lick Creek and Parkview GC.
- Assist the Director of Golf in the development of golf course improvement plans and future capital projects.
- The selection and hiring of all golf course maintenance personnel with final approval from the Director of Golf.
- The safety training of all departmental personnel and record keeping of such training according to Park District policies.
- Daily supervision of golf course personnel, including dismissal if necessary.
- Adhere to all Pekin Park District rules, regulations, and policies.

Management:

- Meet with the Director of Golf to view and discuss the golf courses, evaluate playing conditions, problems that may affect operation of the course's maintenance division, and to make notes of any routine or special maintenance tasks that must take place.
- Ensure proper usage and safe operation of all departmental equipment.
- Issuance of all safety equipment to personnel and ensure said safety equipment is used properly.
- Prepare employee work schedules with special consideration to weekends, holidays, and golf tournaments.
- Determine golf course playability and golf cart usage under adverse weather conditions.
- Maintain records of safety data sheets for all pesticides and other hazardous material utilized by the golf course.
- To apply or supervise the application of all pesticides and fertilizers by a licensed operator according to the State of Illinois Laws
- Daily check of golf course conditions including but limited to: cup setting, tee marker setting, out of bound markers, hazard markings and golf car directional markings.
- Maintain and review job descriptions for all departmental personnel.
- Ensure all departmental personnel adhere to Park District rules, regulations and policies.
- Maintain a working relationship with the Clubhouse Manager who is accountable for the golf car, pro shop and concession personnel.
- Schedule all irrigation applications and maintain all controls, piping, and all other equipment and fixtures related to the irrigation system and pumping station.
- Develop and maintain a preventative maintenance program in coordination with the mechanic for equipment at each course.
- Keep record of all maintenance to minimize downtime and ensure equipment is being maintained properly.
- Ensures the golf courses are providing healthy and high-quality playing conditions for our patrons.
- Availability to work extended hours during golf season, weekends and possible holidays when necessary.
- Oversee the Parkview Golf Course Superintendent and staff.
- The performance of all related duties and responsibilities that may be assigned.

Qualifications:

- 3-5 Years turf grass management experience required
- Supervisory, coaching and staff development experience required
- Have or obtain the Department of Agriculture – State of Illinois Pesticide Application License
- A four-year college degree preferred, but not required
- GCSAA Member preferred, but not required
- Knowledge of budgeting and expense management
- Knowledge of local, federal, and state laws and regulations affecting management of golf course operations
- Must have a strong business aptitude and passion for the golf business
- Must possess strong analytical and problem-solving skills
- Must be highly organized and efficient with a high attention to detail
- Must have exceptional communication and interpersonal skills
- Must have working knowledge of computers and Microsoft Office
- Team player with a positive attitude
- Must be able to lift and/or move up to 30lbs. occasionally.

The Pekin Park District is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of the job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management.