



Superintendent of Golf - Greenskeeper

River Trails Park District

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Closing Date:
Salary: \$57,200 - \$66,700 DOQ

Description:

Job Title: **Golf Course Superintendent**

Department: Parks and Facilities

Location: Rob Roy Golf Course, 505 E. Camp McDonald Rd, Prospect Heights, IL 60070

Reports To: Superintendent of Parks and Facilities

Supervises: Golf Maintenance Workers, Mechanic

Essential Functions

Under the direction of the Superintendent of Parks, the Golf Course Superintendent is a hands-on position responsible for the maintenance, repair, development and construction of the grounds of the Rob Roy Golf Course and Woodland Trails Driving Range. This includes the supervision of maintenance staff, maintenance shop with vehicles and equipment adequate to perform golf Course maintenance duties. This position works closely with the General Manger of Golf and other Parks Department staff.

Parks & Projects

- Create and maintain a horticultural maintenance plan for the course and range encompassing Integrated Pest Management (IPM), turf management, pruning, weed control, design and installation
- Create and maintain fertilization and best-practice turf management program
- Assess tree and planting beds for safety, functionality, and aesthetics
- Directs staff in the areas of turf watering, mowing, greens and tees setups, landscape and turf maintenance and repair
- Performs all duties typically associated with a Spray Technician including: purchasing, mixing and applying of all restricted use chemicals, and accurate cost / rate data in compliance with state law and product label.
- Performs all irrigation duties: irrigation scheduling and monitoring, pump station/fertigation operation, maintenance and repair of sprinkler heads and piping.
- Plans and directs the cleaning, preventative maintenance and repair of golf course vehicles and equipment.

- Inspects and directs the installation and repair of irrigation systems, wells, piping, and related control systems.
- Supervises and directs all in-house and contracted golf course maintenance and construction projects.
- Participates in snow removal operations as required

Personnel Management

- Oversees maintenance personnel including recruiting, hiring, disciplining and evaluating.
- Assigns work and supervises part-time and seasonal maintenance employees
- Train the team and perform demonstrations to ensure assigned tasks are completed safely and efficiently
- Develop and maintain a team environment within the golf department and park district
- Compile and update seasonal task sheets for planning and scheduling
- Maintains employee time sheets and daily task records
- Prepares and submits payroll information for full-time and part-time employees
- Trains staff on chemical handling, equipment usage, safety, and departmental operations

Administrative

- Maintains a thorough understanding of the Park District's policies and operations. Assists with enforcing and interpreting those policies as needed
- Develop and review goals and objectives with the Superintendent of Parks
- Maintains and services an organized office and workshop
- Maintains a maintenance and replacement plan for vehicles and equipment
- Annually update the operations manual for the golf course
- Assists with development of Annual Departmental and Safety goals
- Attends and participates in the Park District and Parks Department meetings as requested
- Continues educational growth and professional memberships
- Assists with the Comprehensive Master Plan for Rob Roy Golf Course
- Maintains weather, fertilizer and pesticide application schedule and records
- Coordinates golf maintenance activities and conditions with the Parks Superintendent

Budgeting/Finance

- Oversees costs and expenditures and receives approval on purchasing items based on purchasing policy
- Assists in developing budget requirements for golf operations.
- Assists with capital planning, research and recommendation
- Recommends equipment and supplies needed for budgeting purposes to Superintendent of Parks
- Prepares competitive bids and specifications and makes routine purchases of materials fertilizers, chemicals, materials, equipment, and vehicles for golf course and general park district use

Risk Management

- Fosters a working environment that promotes safe work habits and active participation in the agency's risk management program

- Must use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; watch out for others' safety, never hesitating to remind and/or help workmates concerning safety; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Conduct safety trainings and audits of staff
- Participates in the district's Loss Control Review (Parks Area compliances)
- Participates in the development of departmental safety and emergency procedures
- Maintains a working knowledge of all general agency and department-specific safety rules
- Attends required safety program and in-service education meetings
- Corrects unsafe conditions and/or reports them to Safety Coordinator
- Uses material handling equipment or staff assistance when lifting and/or moving objects 50 pounds or heavier
- Addresses unsafe employee and patron behaviors
- Enforces safety disciplinary policies and procedures
- Ensures participation and compliance with required and optional employee training programs as defined by OSHA and PDRMA.
- Oversees the investigation of critical safety incidents or accidents and develops appropriate response for assigned areas of responsibility.
- Anticipates and plans for potential safety issues when planning programs, activities or special events.

Additional Functions

- Attends board meetings and prepares monthly reports as requested
- Prepares schedules, routines, and special reports as requested
- Serves on assigned internal committees
- On call nights and weekends, as needed
- Perform other duties and functions as requested

Required:

- Thorough knowledge of parks and their grounds, facilities, maintenance, equipment and fleet operations
- Ability to prioritize, plan and delegate as well as manage others to accomplish their tasks
- Strong knowledge of heavy construction equipment
- Strong understanding of personnel management practices
- Excellent (oral and written) communication and organization skills
- Must possess and maintain a valid Illinois Pesticide Public Applicator's License in Ornamental and Turf Pest Control within 3 months of hiring
- Ability to maintain positive and effective relationships with employees and general public
- Possession of a valid driver's license
- Ability to operate vehicles with manual and automatic transmissions

Recommended:

- Degree in accredited school in agronomy, horticulture, or a closely related field
- Minimum of 5 years of supervisory experience in golf course maintenance or any equivalent combination of experience and training which provides the required knowledge and skill of grounds work
- Certification in Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- Working knowledge of computer applications including spreadsheets, word processing, and email

Knowledge, Skill and Work Experience

- Must possess efficient time management skills and the ability to coordinate and prioritize numerous job functions at one time, with a work assignment system that is easily followed and tracked.
- Ability to use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Ability to demonstrate consistent attendance and on-time arrival.
- Ability to follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Ability to prioritize and plan work activities and use time efficiently.
- Ability to exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Ability to approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Ability to manage difficult or emotional resident situations; respond promptly to resident needs; solicit resident feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Ability to promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Ability to listen and get clarification; and respond well to questions.
- Ability to follow policies and procedures.
- Fosters teamwork within the Parks Department and in working with the Recreation and Golf Departments.
- Promotes and supports work teams; puts success of team above own interests; and supports everyone's efforts to succeed.

Environmental Considerations

- Required to work during all weather conditions, including cold and hot temperatures. Will be exposed to natural and potentially extreme weather conditions while attending job related activities when away from the office.

Cognitive Considerations

- Ability to follow directions and communicate in English verbally and in writing
- Ability to read and understand materials printed in English
- Must possess computer skills including proficiency in word processing and spreadsheet applications
- Must possess good problem solving skills and have the capability to act rationally and calmly in emergency situations
- Ability to interpret “early warning” signals and to communicate information
- Ability to listen and get clarification; and respond well to questions
- Ability to work through management and personnel situations with various levels of staff in a clear, concise manner
- Ability to represent the district in a professional manner
- Ability to make judgments with respect to confidentiality of information and problem solving

hours	b.	Sit	None	1-3 hours	X	3-5 hours	5-8
hours	c.	Drive	None	1-3 hours	X	3-5 hours	5-8

2. Employee may use hand(s) for repetitive:
 Single Grasping Fine Manipulation Pushing & Pulling

3. Employee may use foot/feet for repetitive movement as in operating foot controls”
 yes no

4. Employee may:

	Not At All	Occasionally	Frequently	
Bend				<input checked="" type="checkbox"/>
Twist				<input checked="" type="checkbox"/>
Squat				<input checked="" type="checkbox"/>
Climb				<input checked="" type="checkbox"/>
Reach				<input checked="" type="checkbox"/>

5. Employee will be required to perform the following work:

****If required, any lifting of 50 lbs. or more must be done with assistance**

___ Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Light Work. Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Light Medium Work. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Medium Work. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Light Heavy Work. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

JOB CLASSIFICATION Office/Clerical Non-Office/Clerical