



## **Greens Superintendent**

### Wood Dale Park District

**Contact Name:** Sandy Hlousek

**Contact E-mail:** shlousek@wdparks.org

**Contact Phone:** 630-948-0859

**Closing Date:**

**Salary:** \$60,000 - \$65,000

#### **Description:**

#### **Position Summary:**

The Greens Superintendent is responsible for all golf course maintenance, clubhouse grounds & maintenance, driving range and landscaping. This position also oversees all aspects of the administration, personnel supervision, equipment mechanical repairs, purchasing, fertilizer & pesticide applications, budget development/implementation and special projects, operation of special golf course equipment and irrigation systems. This position is a working Superintendent position.

#### **Work Location:**

1051 N. Prospect Avenue, Suite A, Wood Dale, IL 60191

#### **Hours:**

Normal work week is Monday through Saturday. Monday – Friday 6:00am – 2:30pm and Saturday 6:00am – 9:00am. Additional hours may be required to meet deadlines or for District events.

#### **Benefits:**

- Medical (PPO & HMO), dental and vision benefits
- Reasonable employee premiums
- District paid life insurance equal to 2 times your salary with max of \$200,000
- Voluntary life insurance option (employee paid)
- Voluntary AFLAC plans
- Pension plan through IMRF (Illinois Municipal Retirement Fund) with employee contributions of 4.5% per check and an employer contribution between 9%-15% per check.
- Voluntary 457 plan
- Paid time off - Vacation pay (5 days the first year, 10 days years 2-5), three personal days per fiscal year and one sick day per month and 9 holidays
- Employee Wellness Programs and Incentives
- Employee Assistance Program

- Recreational benefits
  - Pool Pass for Employee and immediate family members
  - Dog park pass
  - Discounts on recreation programs & Facility rentals
  - Discounts on golf greens fees, cart rentals and 390 bay rentals
  - Discounts on food purchases at Salt Creek Golf Club and 390 Golf Experience

### **Supervision:**

Reports to: Director of Golf & Assistant Director of Golf

Supervises Staff: Full Time, Part Time and Seasonal Groundskeepers

### **Essential Job Functions:**

#### **Grounds/Equipment Maintenance:**

- Responsible for maintaining the 18-hole (2 9-hole) golf course, including tees, fairways, greens, cart paths, and driving range.
- Responsible for all technical aspects of the golf course maintenance including, but not limited to: turf culture, proper mowing practices, prudent chemical application, water management to include irrigation system maintenance, pesticide and fertilization application, etc.
- Maintain accurate and complete records on payroll, inventory, weather data, maintenance programs and turf/greens applications.
- Care for maintenance garage and vehicles/other assets.
- Inspects the grounds on a daily basis to ensure the facilities meet the District's standards.
- Oversees and assists with various construction and/or renovation projects
- Plans all maintenance and project work, applying agronomic and administrative expertise to achieve the agreed upon maintenance standards and long-term goals
- Maintain chemical/fertilizer records of licensing control.
- Creates and implements tree maintenance and replacement programs.
- Plans, supervises and/or performs preventative maintenance for mowers and other light equipment including golf carts and other power equipment.
- Acquire equipment and purchase necessary supplies to maintain the golf course and driving range.
- Oversees the proper operation of the automatic irrigation systems. This may include performing maintenance and repairs of the irrigation systems.
- Supervises the grooming and maintenance of all sand traps.
- Maintains Material Safety Data Sheets (MSDS) for all chemicals, liquids and substances.
- Responsible for maintaining traffic flow to and from golf course and ensuring an aesthetic pathway.
- Works with the Director of Golf Operations and Assistant Director of Golf to schedule course closing for weather conditions, seasonal maintenance work, and major golf events.
- Attend Park District meetings such as, but not limited to, Facility Department meetings; and Park Board of Commissioner meetings as requested.
- Participate in professional committees, conferences, workshops and classes to improve knowledge of job responsibilities and skills.
- Plans and implements pin placements, cup cutting and tee marker locations at the golf course and distance markers/targets at the golf range.
- Maintain an adequate inventory in order to accomplish assigned tasks.
- Stay abreast of latest technical developments in order to procure the most up-to-date equipment to maximize staff commitments, while minimizing labor hours and procurement expenses.

- Wear personal protective equipment for job function when needed.
- Communicate with Pro Shop staff regarding course conditions and establish maintenance plans to avoid interference with scheduled play.
- Supervise the planting, cultivating, pruning, and caring of plants, shrubs, trees, and other natural areas on the golf course.
- Develop plans for chemical applications (including pesticides, herbicides, soil conditioners, and fertilizers) and calibrate or operate application equipment.
- Performs snow removal duties including snow blowing, shoveling and the salting of walkways and sidewalks.
- Must be able to multi-task and work calmly and effectively under pressure.
- Perform any other similar or related Park District duty as required or assigned.

### **Budget**

- Assist in the development of long-range planning, goals, and program forecasting.
- Assist with the development of the annual golf course budget in accordance with District policies and procedures. Maintain adequate fiscal controls to ensure that expenditures remain within approved budget.
- Recommend long and short-term capital improvement projects to enhance the quality of the facilities. Assist with preparation of bids for department equipment and materials.

### **Staff Supervision/Direction:**

- Supervises the daily operations of the Golf Course Grounds Department; manages full time, part-time and seasonal staff
- Establishes goals and objectives for the department, which includes evaluating staff annually
- Issues disciplinary action and plan of correction to staff not meeting expectations if/when necessary
- Management of direct reports, including hiring, training, supervision, discipline, motivation, and evaluation.
- Manage timecards, payroll, and employee records in conjunction with Human Resources and enforce HR policies.

### **Payroll:**

- Oversees and approves bi-weekly payroll of Golf Course maintenance staff
- Submits approved salary changes and additional pay rates for staff

### **Monthly Reporting:**

- Provides monthly report to the Director of Golf
- When necessary, provides additional information requested by the Board of Commissioners or Executive Director

### **General:**

- Act in the best interests of Wood Dale Park District, fellow employees and patrons at all times
- Frequently moves items weighing up to 50-75 lbs.
- Maintain good safety awareness and follow all safety guidelines and procedures
- Ensure equipment (including the golf cart fleet) and maintenance facilities are maintained in a clean, safe, and efficient working order. Train staff in the safe operation and maintenance of all equipment.

- Prepare and maintain all recordkeeping for golf course maintenance operations.

## **Qualifications:**

### **Education, Experience & Training**

Bachelor of Science degree in turf management or related field required. Minimum of five (5) years' experience in the capacity of a Superintendent or an Assistant Golf Course Superintendent or similar position required. Knowledge of, or experience with irrigation pumps, pipes, control systems, surface and underground drainage, use of pesticides, landscape principles, and advanced knowledge of agronomy and turf grass management practices. Thorough understanding of the strategies of the game of golf. Ability to identify turf diseases and insects and corrective actions. Knowledge and experience in the operation and maintenance of all equipment/vehicles to maintain course. Advanced knowledge of horticultural and arboricultural technique desired. Must be able to operate a manual transmission. Must be able to lead, manage, and motivate assigned staff. Must have great problem solving, analytical, organizational, interpersonal, and written and verbal communication skills. Must be able to multi-task and work calmly and effectively under pressure. Must be familiar with Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook.

### **Required Certifications**

- Valid State of Illinois Class "D" driver's license.
- CPR/AED/First Aid certification within first three months of hire
- Obtain and maintain State of Illinois Pesticide License within six (6) months of employment.
- Must be able to pass cardiopulmonary function test for respirator use.
- Membership in the Golf Course Superintendents' Association of America is preferred or be able to obtain within the first three months of hire

### **Work Environment and Physical Demands**

Work is primarily performed outdoors under various weather conditions, including heat, cold, rain, snow, or ice. Duties will be performed in close proximity to the general public and the employee may have frequent interactions with patrons. Exposed to outdoor elements including, but not limited to, wet and/or humid hot and cold climate conditions and exposure to the sun. General work area is near moving mechanical parts where noise level is moderate to occasionally loud. Frequently moved items weighing up to 50-75 pounds.

Please send resume with salary expectations to Sandy Hlousek, HR Manager at [Shlousek@wdparks.org](mailto:Shlousek@wdparks.org)

Or you can apply online through the Paycom site at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=200588&clientkey=05EB1538F9E63CC093CC2E4B1C176445>