



## **Golf Course Superintendent**

Hoffman Estates Park District

**Contact Name:** Dustin Hugen

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**Contact Phone:** 847-285-5465

**Closing Date:**

**Salary:** \$85,000-\$110,000

### **Description:**

#### **Golf Course Superintendent**

The Hoffman Estates Park District (HEParks), a multi award-winning park district, recently earned the Class IV Gold Medal at this year's NRPA conference and secured its third NRPA CAPRA accreditation. In the previous year, we achieved our fifth IAPD/IPRA accreditation and our ninth GFOA Award for Excellence in Financial Reporting. We stand unparalleled in the state of Illinois with both overall state and national accreditations combined with gold medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, more than 80 parks and athletic fields. Among our amenities are two recreation centers, a two-sheet ice arena, an 18-hole golf course with a Toptracer facility, and a remarkable 100,000+ sq ft fitness center (the Club). We take pride in offering the very best in the park district services and facilities.

We are seeking a knowledgeable, qualified individual to serve as a Golf Course Superintendent. Individuals should possess knowledge of basic carpentry work with the ability to perform manual labor when maintaining the park districts facilities, playgrounds and overall assets.

The Hoffman Estates Park District is a proactive equal-opportunity employer.

### **Function**

The Golf Course Superintendent is responsible for directing the entire maintenance operation of the golf course and associated grounds including maintenance equipment, irrigation system, and facility maintenance.

- Conducts oneself in a professional manner.

- Supervises the entire operation of the golf course grounds, maintenance center and facility complex including the operation of the equipment repair shop. Supervises the ordering of materials and supplies, and records daily maintenance activities.
- Performs all duties associated with the operation of the golf course grounds.
- Hire, train, schedule and develop maintenance personnel including maintenance supervisors, equipment technicians, equipment operators and other ground maintenance staff. Monitors the scheduling of all maintenance operations and directs the work of the staff team members within the department. Prepares and submits payroll information for all employees of golf maintenance.
- Develops programs, performs and directs the application of fertilizers and plant protecting pesticides. Monitors the record keeping of the applications and adjust programs as required. Obtains and upholds pesticide and/or fertilizer license.
- Manages all components of the irrigation system—supply, pump station, central and field controllers, piping and valves, and sprinkler heads.
- Develops and monitors the annual maintenance operating budget within the appropriate calendar. Monitors budget and take corrective action to ensure financial goals are met.
- Develops the annual capital equipment and projects budgets.
- Provides monthly board reports and makes recommendations to the Director of Parks about facility maintenance, construction, changes, materials, supplies, services, and equipment not provided for and approved within the business plan and/or budget.
- Perform administrative duties that include but are not limited to preparation and submittal of competitive bids, develop goals and objectives for golf maintenance, maintain and advance Audubon International Certification,
- Possess and understanding of the importance of safety and sees that safe operation procedures are observed in all daily activities as well as training staff in proper use of all equipment. Properly documents injury and accidents reports per district policy.
- Maintains membership in the GCSAA and other professional organizations, both state and local. Attend seminars, workshops, and conferences to stay abreast of current industry events and information.
- Excellent benefits, such as health, vision, and dental insurance
- IMRF pension
- Complimentary program and facility usage
- A collaborative environment with opportunities for growth
- A role integral to the growth and success of Hoffman Estates Park District
- A chance to creatively contribute to a diverse range of marketing and promotional activities.
- GCSAA dues and National Conference, MAGCS dues.

#### **What We Offer:**

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#### **Supervision Received**

Golf Course Superintendent is responsible to Director of Parks, Planning & Maintenance

#### **Experience**

Three to five years' experience as a Golf Course Superintendent or Assistant Golf Course Superintendent

**Education**

Associate degree in Horticulture or related field required, Bachelor of Science Degree in Horticulture or related field preferred.