Superintendent of Golf Grounds

Naperville Park District

Contact Name: Lisette Zuniga
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Contact Phone: 630-864-3963
Closing Date:
Salary: $87,360/yr - $93,600/yr + overtime

Description:
Overview:
Under the general supervision of the Director of Golf, the Superintendent of Golf Grounds is responsible for the maintenance, upkeep, improvement, operation, and management of Naperbrook golf course.

Essential Duties and Responsibilities:

1. Maintain golf course facility and manage all golf areas to ensure current industry and District standards.
2. Collaborate with internal and external customers to review current course conditions and future capital improvement needs to ensure customer standards are achieved.
3. Maintain inventory, identify, and purchase necessary equipment and supplies to maintain the golf course and other areas of the property.
4. Initiate work order requests for repairs, preventative maintenance, and safety and security measures.
5. Issue requests for proposal, solicit quotes, evaluate responses, award work/purchase orders, execute contracts and monitor performance of contractors.
6. Keep accurate and complete records on payroll, weather data, maintenance procedures, inspections, pesticide and fertilizer applications, training hours, and fuel usage.
7. Develop annual department budget, 10-Year Golf Capital Budget and yearend projections as outlined in the annual budget calendar. Communicate budgetary requests as needed and educate direct reports on the approved annual budget. Continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuations in revenue as appropriate. Approve expenditures.
8. Manage work of others, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, disciplining, training, and developing, reviewing performance, and administering performance improvement plans for staff. Approve and sign off on biweekly payroll.

Other Duties and Responsibilities:

- Attend regular and special board meetings as required.

- Attend conferences, seminars, and workshops to keep abreast of new ideas, developments, and techniques.
- Ensure off-season preventative maintenance is performed on mowers, carts, golf course equipment and other assets.
- Direct and complete snow removal on golf course lots and walkways.
- Maintain a safe workplace. Complete claims forms and accident reports in a timely manner. Actively participate in accident/incident investigations.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Advanced knowledge of agronomy and turf grass management practices.
- Advanced knowledge of proper use of fertilizers, soil conditioners, herbicides, and pest control methods.
- Working knowledge of golf facility construction principles, practices, and methods.
- Knowledge of current, federal, state, and local laws and regulations specific to the management of golf course operations.
- Knowledge of watering and irrigation systems, including wells, pumps, and automatic controls.
- Understanding of the game of golf and how it relates to the set up and playing conditions of the golf course.
- High degree of administrative and executive abilities and strong problem solving and decision-making skills.
- Ability to multitask, organize and maintain attention to detail as it relates to directing projects, labor and equipment needs. Ability to prioritize and handle a variety of different tasks at the same time.
- Knowledge of specification preparation and bidding procedures.
- Working knowledge of basic computer software including Microsoft Office, payroll and work order systems.
- Bilingual in Spanish and English preferred.

Education and Experience:

- Associate's degree in Turf Grass Management, Horticulture, Grounds Maintenance, or related field.
- Minimum five (5) years of experience in golf course maintenance, or an equivalent combination of education and experience.
- Valid driver's license.
- Class A or B GCSAA Golf Course Superintendent.
- Possession of, or the ability to obtain, State of Illinois pesticide applicator's license in Turf, Ornamentals, and Aquatic Weeds within three (3) months of hire.

Special Considerations:

- Subject to both office and outside environmental conditions.
- Exposure to chemicals, dust, fumes, dirt, loud noise, and insect bites.
- Subject to modified/flexible work schedules and an extended schedule during the golf season.
- Ability to lift, carry, and/or move objects weighing 50 lbs. on a monthly basis. Lifting assistance is required when lifting > 50 lbs.
- Ability to travel to and work at all Naperville Park District facilities.
- Manual dexterity and strength to operate power-operated machines and equipment.
- Regular onsite attendance is an essential function of this position.

Benefits
Hiring Rate: $87,360/yr - $93,600/yr + overtime

To be considered for this position, interested individuals must complete the online application accessible at www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.