

## **Poco Creek - Golf Course Superintendent**

Position:	Golf Course Superintendent
Reports to:	Poco Creek Board of Directors
Hours:	Full-Time

The Golf Course Superintendent is responsible for all aspects of maintenance and oversight of the golf course grounds to include the condition of the course, repair of maintenance equipment and working within the course maintenance budget. The Course Superintendent will create and effectively execute the grounds plan, meet defined operating standards, and do related work as required.

### **DUTIES AND RESPONSIBILITIES**

- Understand the role of the maintenance and upkeep of the course to the game of play.
- Possess knowledge of the construction and maintenance of golf course tees, fairways and greens to maintain an acceptable standard of golf course play.
- Possess thorough knowledge of drainage control methods, watering and irrigation systems, including wells, pumps and automatic controls.
- Maintain the planting, cultivating, pruning, and caring for plants, shrubs and trees.
- Ensure proper use of fertilizers, soil conditioners, herbicides and pest control methods and materials.
- Prepare cost estimates for the annual maintenance needs and order supplies and materials within budgetary limitations.
- Manage planting, fertilizing, aerating, mowing, watering and maintenance of tees, greens, fairways and related areas.
- Oversee the equipment repair shop and keep records of annual maintenance activities.
- Manage volunteers and oversee volunteer assistance.
- Possess the ability to maintain effective relations with board members, course staff and the public.
- Work with and attend Hobby Lobby gift card monthly board meetings and all pertinent meetings as it relates to the Board and the operation of business.
- Work with the Board and Operations Committee to ensure strategic initiatives are being fostered and implemented.

### **PROFESSIONAL REQUIREMENTS:**

- Self-starter who possesses the strength to make decisions and troubleshoot challenges as they arise.
- Capable of managing budgets and financial forecasting including maintenance and equipment.
- Professional Applicator License required (can be obtained after hired)

### **QUALIFICATIONS AND EXPERIENCE**

- Experience as a Course Superintendent or equivalent with proven professional experience
- Strong communication skills
- A proven track record of financial oversight, disciplined organization and time management skills
- Strong interpersonal skills in cultivating positive relationships with members, guests, staff, community and Board.
- Self-starter, able to work without direct supervision, but capable of working with others.

The above is intended to describe the general content and requirements for the performance of the Course Superintendent of the Poco Creek Golf Course. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This job description does not constitute a contract. The Course Superintendent will receive an annual performance review given by the Board President with appropriate input from others.