

**SPRING CREEK GOLF COURSE , INC.  
SALEM, MISSOURI**

**GOLF COURSE SUPERINTENDENT**

The golf course superintendent is entrusted with the maintenance, operation and management of the golf course. The superintendent directs and participates in the maintenance of the golf course tees, greens, fairways, and cart paths as well as supervises the maintenance and repair of motorized and other mechanical equipment.

**General Responsibilities:**

- Supervising the construction and maintenance of the course and pool
- Supervising the maintenance and repair of construction and maintenance equipment
- Rendering professional advice, opinions, assistance and services to the facility's board of directors
- Participating in all long-range planning meetings
- Supervising and providing direction for all course staff members

**Reporting:**

The golf course superintendent reports directly to the grounds chairman of the board of directors. Ultimately, the superintendent reports to the entire board of directors.

**Typical functions:**

The course superintendent assumes responsibility for managing and maintaining golf course properties which include:

- The golf course
- Maintenance equipment and buildings
- Rental golf cars
- Clubhouse grounds and landscaping
- Swimming pool and playground area
- Driving range
- Other properties as specified in writing by the board of directors

**Additional functions:**

Construction, renovation and/or reconstruction of such properties, whether performed by staff or outside contractors.

Operates all mowers and equipment used cutting and trimming greens, aprons, tees, around trees, fence lines, banks and hillsides; edges cart paths; edges, rakes and maintains sand bunkers. Instructs equipment operators on the operation and care of mowing and other equipment.

Marks the course for cart control; replaces worn or lost ropes and signs; and marks hazard and drop areas.

Constructs new greens, tees and fairways; grades and prepares soil base; lays sod; and seeds tees, greens and fairways.

Sets tee markers and cups on greens daily; maintains ball washers; replaces tee towels and flags when needed; removes debris; sands and seeds tee and drop area divots; and cleans flower beds.

Operates and maintains the irrigation system, pumps, and drainage systems. May need to repair and replace pipe on the irrigation system. Waters and fertilizes tees, greens and fairways.

Sprays chemicals on the course and landscaped areas. Performs routine safety inspections on all spraying equipment. Maintains chemical storage and mixing areas in compliance with county, state, and federal regulations and is responsible for the safety and direction of chemical handlers and/or helpers.

Installs forms and lays walks and paths using gravel, concrete and asphalt mixes; excavates and backfills ditches and trenches with hand tools.

Maintains fuel and fluid levels for all types of equipment on a daily basis. Returns all equipment to the designated location at the maintenance facility; cleans the maintenance areas.

Prepares the annual budgets for the maintenance and capital improvement of course properties. The superintendent formulates the annual maintenance and capital budgets so as to implement board policies established in accordance with the long-range plan and defined maintenance standards.

Interviews, hires, trains, directs and supervises a staff of employees for the purpose of maintaining the properties. The superintendent has the authority to terminate employment of subordinates.

Plans all maintenance and project work, applying his or her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals

Oversees the scheduling and routing of personnel and equipment to accomplish the work. The superintendent frequently inspects the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.

Acquires equipment and purchases necessary supplies to maintain the golf course and other properties. The superintendent is responsible for inventory control and oversees the

equipment maintenance programs. The superintendent approves all expenditures and exercises cost control measures to keep, as nearly as possible, operating and capital expenses in line with the approved budgets.

Keeps accurate and complete records on payroll, inventory, maintenance procedures, pesticide applications, etc.

Communicates regularly with members of the board of directors to discuss activities, goals, plans and member/customer input. The superintendent attends all board meetings.

**Employment Standards:**

Working knowledge of the maintenance of golf course tees, fairways, greens; the seeding and maintenance practices for golf course turf; the planting, cultivating, pruning, and caring for plants, shrubs and trees; the characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation system, including wells, pumps and automatic controls

Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; to prepare clear and concise reports; and to maintain effective employee and public relations

Possession of a valid driver's license

Requires a high degree of administrative and executive ability, especially in terms of problem solving and decision making; requires excellent oral and written communications skills

Requires knowledge of current federal, state and local laws and regulations affecting the management of golf course operations (including, but not limited to, employment, safety and environmental standards, laws and regulations)

Requires participation in continuing education opportunities such as seminars, workshops, correspondence courses and field days

Requires current state licensing as a pesticide applicator; complete knowledge of chemical application equipment

Working knowledge of basic electricity and hydraulics related to an irrigation system, including automatic valves and controllers, and working knowledge of various types of pumps and pumping systems

Knowledge of tools, methods and materials used in grounds and landscape area maintenance work

Knowledge in the safe mechanical operation and calibration of the following types of equipment: mechanically pressurized spray equipment, hand-operated spray equipment, hand-operated rotary spreaders, hand-operated drop spreaders, utility tractors and light motorized equipment

INTERESTED APPLICATIONS MAY CONTACT:

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