



## **SUPERINTENDENT OF GOLF MAINTENANCE**

**Job Status:** Full time

**Salary:** \$75,000-\$90,000

\*Please e-mail resume and letter of interest to Tom Elenz, Executive Director, at [tome@niles-parks.org](mailto:tome@niles-parks.org)

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### **POSITION FOCUS:**

Responsible for administration of the maintenance, repair, development and construction of the grounds of the Tam Golf Course.

### **SUPERVISORY RELATIONSHIPS**

Reports to the Executive Director and supervises the part-time and seasonal golf maintenance staff.

### **ESSENTIAL JOB DUTIES**

- Maintains work and time records of golf club maintenance employees
- Develops goals, aims and objectives and sets standards, rules and regulations to be followed by golf course maintenance employees
- Supervises the mowing, watering and maintenance of tees, green, fairways, and related areas
- Supervises the planting, fertilizing and maintenance of turf at Tam Golf Course.
- Inspects turf areas daily for fungus, insects and undesirable vegetation
- Supervises the maintenance and repair of construction maintenance equipment, golf cart fleet, and parks equipment.
- Keeps inventory records on all equipment and commodities used in maintenance operations
- Supervises and works in planning all in-house and contracted capital maintenance projects
- Supervises irrigation management of golf course and park systems
- Works with the Golf Operations Supervisors on a daily basis to prevent maintenance interference with play
- Prepares biweekly payroll and submits to the Finance Department in a timely basis
- Develops budget requirements for golf club maintenance operations
- Hires, trains, supervises and evaluates maintenance staff.
- Prepares and/or directs the preparation of board summaries, monthly reports, and periodic and special reports
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions may be essential

### **MARGINAL JOB DUTIES**

- Prepares specifications for fertilizers, chemicals, materials, trees, equipment and vehicles
- Selects trees and shrubs for trimming, pruning and propagation
- Prepares bid documents and purchase orders to be approved by the Executive Director
- Troubleshoots and repairs irrigation pumps, wells, piping and control panels
- Assists in the development and implementation of the department's Comprehensive Plan and capital budget
- Provides orientation and training to staff
- Maintains required departmental records
- Attends professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education
- Performs other duties as assigned

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Thorough knowledge of the construction and maintenance of golf course tees, fairways and greens
- Thorough knowledge of the production and maintenance of turf's used on golf courses
- Thorough knowledge of planting, cultivation, pruning and caring for plants, shrubs and trees
- Strong knowledge of the characteristics and proper use of various fertilizers and soil conditioners
- Thorough knowledge of drainage control methods and watering and irrigation systems including wells, pumps, and automatic controls
- Good knowledge of the construction and maintenance of golf cart paths
- Good knowledge of the game of golf
- Ability to maintain tees, fairways greens and appurtenances to an acceptable standard of golf course play
- Good knowledge of the principles, practices and objectives of park and recreation administration
- Good knowledge of the principles of financial management
- Ability to cooperate with and interpret Park District philosophies in relation to governmental, public and private groups and agencies and to the general public
- Strong knowledge of pertinent safety precautions
- Ability to hire, supervise, train and evaluate the work of professional, skilled and semi-skilled employees
- Ability to maintain positive and effective working relationships with other supervisors and subordinate employees
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government.
- Ability to work independently in day-to-day operations with general direction of the Executive Director
- Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from other departments and interruptions with accuracy
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public both orally and in writing
- Capacity to be self-motivated and achieve goals with minimal supervision or direction
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate in English verbally and in writing and to read and understand materials printed in English
- Capacity to utilize computer skills, including demonstrated proficiencies in word processing and basic spreadsheet and database applications
- Capacity to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality
- Ability to pass the Park District's Defensive Driving training, in order to drive to various Park District locations

## **EDUCATION, EXPERIENCE AND TRAINING**

- BA/BS in Agronomy, Horticulture or closely related field from an accredited college or university
- Minimum of five (5) or more years of demonstrated success maintaining golf courses and driving ranges
- Or, any equivalent combination of education, experience and training
- CGCS Certification
- Valid Illinois Class "B" Driver's License
- Valid Illinois Pesticide Public Applicator License (turfs, ornamentals, etc)
- CPR and First Aid Certifications preferred

## HOURS

- Monday through Friday, 40 hours a week, with work hours designated by the Executive Director
- Employee is considered to be on duty whenever the need exists
- Occasional evening and weekend hours and being on call is required as needed

## PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

Sitting – occasionally	Walking – frequently	Strength – heavy (50-100 lbs.)
Climbing – frequently	Balancing – occasionally	Stooping – frequently
Kneeling – occasionally	Crouching – occasionally	Crawling – occasionally
Reaching – frequently	Handling – frequently	Fingering – occasionally
Feeling – occasionally		

- General work area is out of doors and employee is exposed to extreme weather conditions, including extreme cold, snow, rain and ice
- Employee will also be exposed to chemicals (i.e., fertilizer, weed killers, fungicides)
- Protective clothing and equipment is required as it pertains to the particular job duty:
  - Earplugs or ear covers
  - Safety goggles, glasses or face shield
  - Hard hat
  - Spraying respirator
  - Protective gloves
  - Rubber boots or leather-type steel tip work boots, OSHA approved
  - Chemical suit
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies (e.g., copier toner)
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
  - Microshield
  - Latex gloves