



Job Description

TITLE: Golf Course Maintenance Superintendent	JOB CODE: 2378
DEPARTMENT: Parks and Facilities	FLSA: Non-Exempt
PREPARED: February 2010	FLSA CLASS: Supervisor
UPDATED: March 30, 2022	WORK LOCATION: Kirtland, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under supervision of the Golf Course General Manager/Head Golf Professional, the Golf Course Maintenance Superintendent is entrusted with the maintenance, operation, and management of the grounds at Riverview Golf Course.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises the construction and maintenance of the golf course.
- Supervises the maintenance and repair of construction and maintenance equipment.
- Renders professional advice, opinions, assistance and service to the facility's managing body.
- Participates in all long-range planning meetings.
- Coordinates operations with the Golf Course General Manager/Head Golf Professional.
- Responsible for managing and maintaining golf course properties: the golf course, maintenance equipment, golf cart fleet, clubhouse grounds and landscaping, unused acreage and areas around the perimeter fence; sod and nursery.
- Plans and organizes workloads and staff assignments for the maintenance department.
- Assists with the preparation of the annual budget for the maintenance and capital improvements of course properties. Formulates the annual maintenance and capital budgets so as to implement policies established in accordance with the long-range plan and defined maintenance standards.
- Assures that assigned areas of responsibility are performed within budget.
- Interviews, hires, trains, directs, and supervises a staff of employees for the purpose of maintaining the golf course property.
- Plans all maintenance and project work, applies his/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. 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 related property. Responsible for inventory control and oversees the equipment maintenance programs. 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 weather data, maintenance procedures, pesticide applications, etc.
- Communicates regularly with other members of golf course management to discuss activities, goals, plans and customer input.
- May be asked to perform other job related duties away from the golf course.
- Performs other duties as directed by his/her supervisor.

Required Knowledge and Skills:

- Requires: advanced knowledge of agronomy and turfgrass management practices; working knowledge of golf facility construction principles, practices and methods; and a thorough understanding of the rules and strategies of the game of golf.

Job Description

Golf Course Maintenance Superintendent

- Knowledge of OSHA standards and safety regulations related to the use of hazardous chemical, pesticides, and herbicides.
- 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, field days and trade shows.
- Must be willing to work a flexible schedule to include some weekends and holidays.
- Must adhere to the County golf course dress code policy.
- Knowledge of County policies and procedures.
- Skill in following all safety procedures.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in the use of all types of manual and power hand tools, as needed.
- Skill in working independently and as a team member.

Education and Experience

- Bachelor's degree in agronomy preferred and 5 years experience in golf course maintenance; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Knowledge of chemicals and New Mexico herbicide public applicator's license required, or ability to obtain license within ninety days of entry into position.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an office and outdoor setting; may be required to lift and carry items more than 50 pounds. Requires physical stamina and agility.
- May be exposed to dangerous conditions, machinery and chemicals, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes pickup truck, golf carts, lawn and landscaping equipment, tractors, mowers, chain saw, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, and miscellaneous hand and power tools for turf maintenance.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
