St. Elmo Golf Golf Club was built in the late 1960's.  The club is seeking applicants for the position of Golf Course Superintendent/Club Manager.

**Basic Functions**

\*Responsible for all phases of Golf Course Maintenance and Agronomic operations, cost management, and personnel.

\* Works closely with, advises, and coordinates with the Board of Directors on any issues related to Golf Course Maintenance.

\* Directs and participates in construction and maintenance of the club grounds.

\* Designs and implements landscape plans for the grounds.

\* Administers and enforces all club rules, regulations, and policies for staff.

\* Must be able to work independently and be a self-starting problem solver.

**Primary Duties**

\* Oversees the care and maintenance of the turf, ornamental plants, shrubs, and trees on the club grounds, with a primary emphasis on the manage of the greens.

\* Directs and assists the staff on the planting of new vegetation, the replacement, spraying, pruning and trimming of trees and shrubs, and the preparation of plant beds for eye-pleasing landscape arrangements.

\* Manage and operate irrigation system.

\* Support the Board of Diretors in recruiting, supervising, and managing maintenance staff.

\* Oversees staff in proper and safe operation and maintenance of equipment.  Plans and budgets for additonal, replacement of, or overhaul of maintenance equipment.

\* Participates in all application and recording of chemical applications (fertilizers and pesticides) on the grounds in compliance with all local, state, and federal regulations.

\* Supervises and controls all maintenance expenses associated with Golf Course Maintenance, including payroll, supplies, chemicals, and fertilizers.

\* Develops annual operating budget and plans for maintenance and capital improvement projects.

\* Maintains records and completed required reporting.  Orders parts, supplies, and equipment as needed in communication and direction of the Board of Directors

\* Schedules maintenance practices around tournaments and outings to maximize efficiency and minimize disruption to public play.

\* Coordinates snow removal and winter maintenance activities, as necessary.

\* Other duties and responsibilities as necessary

**Job Requirements**

We are looking for a "hands-on" superintendent to assume the responsibilities of:

* Management of all golf course and maintenance operations
* Interviewing, hiring, training and managing a small staff, as needed
* Implementation of all equipment maintenance and safety programs
* Provide input for the purchase of supplies and equipment necessary to maintain the golf course
* Keeps accurate and complete records of inventory, weather data, maintenance procedures, pesticide applications, etc.
* Planning and implementing construction and renovation projects
* Participation in the preparation of the annual capital and operating budgets
* Communicating regularly with the Board of Directors

Knowledge of management and maintenance of greens, tees, fairways, roughs, bunkers, and other areas of the golf course and grounds.

\*Prior experience with all aspects related to bent grass greens.

\*Knowledge of use and operating standards of equipment and tools used in golf course maintenance and construction work.

\*Skill in recruiting, supervising, training, monitoring, evaluating, and motivating staff.

\*Interpersonal skills to be able to resolve conflict and work with supervisors, employees, township representatives, and the general public.

\*Knowledge of (and required licensure) for safe use, mixing and application of chemicals and commercial products.

\*Knowledge of the game of golf, golf course setup, and rules of play.

\*Ability to anticipate personnel, equipment, and material requirements related to golf course maintenance and repair assignments.

\*Ability and knowledge to lay out drainage patterns, bunker renovation, and construction of tees/greens.