

Springfield Park District
Assistant Golf Course Superintendent

Department: Golf Maintenance Operations
Position Title: Assistant Golf Course Superintendent
Reporting Authority: Golf Course Head Superintendent
Classification: Exempt – Non-Union
Salary: Starting at \$47,000-50,000

Specific Responsibilities:

- Assists in planning and supervising the maintenance of the golf course such as turf, plant materials, equipment and shop.
- Assists in personnel management. Such as supervising employees, evaluating employees and personnel discipline, along with staffing and scheduling practices of the work force.
- Instructs employees on the operation and care of mowing and other equipment along with work performance standards and daily operations of a golf course.
 - Supervises pesticide applications and/or operates and calibrates pesticide application equipment.
 - Supervises and participates in the operation and maintenance of the irrigation system.
 - Must inventory and purchases necessary supplies to maintain the golf course.
 - Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications, etc.
 - Trains and Enforces district and Golf Maintenance safety rules and orders.
 - Attend all meetings required by the head superintended.
 - Perform any duties that may be required.
 - Work closely with Golf Professional to receive and correct feedback of golfer dissatisfaction and take appropriate steps to resolve such problems.
 - Work closely with other Department Heads in performing work related to golf maintenance or physical grounds

Required Knowledge, Skills, and Abilities:

- Must have an associate's degree in turf related area or bachelor's degree and a minimum of three (3) continuous years of experience in a supervisory role in golf course maintenance
- Prior work experience in scheduling and supervision of maintenance workers to achieve efficient of workers and equipment, preparation of administrative paperwork or other reports, and ability to maintain effective employee/labor and public relations
- Requires knowledge of irrigation computer systems, along with the ability to fix water heads and any other problems that might incur with the irrigation system.
- Requires advanced knowledge of agronomy and turf grass management practices; a working knowledge of golf facility construction principles, practices and methods; and a thorough understanding of the rules and strategies of the game of golf.
- 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 a pesticide applicator license and have experience in oversight of operators or applications of pesticides.
- Possession of a valid Illinois driver's license and be able to obtain a Class C Driver's license and be insurable under district liability coverage.
- Requires participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.
- Must be competent in computer operations and software applications
- Must also become a member in the CIGCSA, and the GCSAA

General Requirements:

- Must be able to read and write and have good command of the English language.
- Good oral and written communication.
- Physical capabilities – lifts 50 pounds, squat, bend and move as necessary for the job.
- Must be able to perform basic mathematics.
- Must have basic proficiency of Microsoft Excel and Word.
- Must possess valid Illinois Driver's License.
- Must possess professional phone skills and work well with the public.
- Must present a neat and professional appearance.
- Responsible to follow policies and procedures outlined in Springfield Park District employee manual.

Benefit package that includes:

Paid Major Medical Insurance and Life Insurance

IMRF Pension Plan

Accrued Vacation, Personal and Sick days

Take home vehicle

Company iPhone

Uniform allowance

Golfing Privileges

Dues CIGCSA and GCSAA

Applications & Resumes should be submitted to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=db15ccdd-ef92-462e-946d-8057717b6200&ccId=19000101_000001&type=MP&lang=en_US

Questions about this particular position can be answered by:

Name: Dan Crumrine

Golf Course Superintendent

Phone: 217-786-4120

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age sex, marital or veterans' status, national origin, disability or any other legally protected status.