

## **Golf Course Superintendent**

### **Job Requirements**

The City of Ulysses is seeking qualified applicants for the position of Golf Course Superintendent at Bentwood Golf Course. A city owned 18 hole golf course.

This position is responsible for supervision of grounds keeping personnel, spraying, and fertilizing, as well as mowing and overall turf management, and maintenance of the golf course. This position is also responsible for budgeting and finance monitoring.

Position Requirements: High school diploma, a technical degree or some college credit in a related field is preferred, four to six years experience in a related field, a chemical applicators license or the ability to obtain a chemical applicators license, knowledge of forestry, horticulture, construction, techniques, safety procedures, and some computer experience.

Salary Range is \$45,000-\$55,000.00 per year DOQ with paid insurance, holidays as well as other benefits.

The successful candidate must pass a pre-employment drug screening test and must have a valid driver's license. Applications and job descriptions may be picked up at City Hall 115 W Grant Ave Ulysses, KS or online at [www.cityofulysses.com](http://www.cityofulysses.com). Applications with resume may be returned to City Hall 115 W Grant Ave.

**GOLF COURSE SUPERINTENDENT  
GOLF COURSE DEPARTMENT  
CITY OF ULYSSES**

**POSITION SUMMARY**

Under the supervision of the City Administrator, the Golf Course Superintendent is an exempt position under FLSA which performs administrative duties. Planning and organizing department activities, preparing the annual budget, and supervising subordinate personnel are the primary responsibilities of this position. This employee should possess excellent public relation, organizational, supervisory, and communication skills.

**ESSENTIAL FUNCTIONS**

- Coordinates activities between golf course maintenance, and club house operations;
- Prepares and tracks department budget and capital improvement finance schedules;
- Develops recommendations for community involvement in golf activities;
- Establishes a long range plan for , golf course, and future developments;
- Establishes a grass mowing program for the golf course property;
- Hires, supervises, trains, evaluates, and schedules maintenance department personnel;
- Plans and manages turf management system;
- Manages and supervises the design, construction, and installation of irrigation systems;
- Oversees chemical fertilizer and pesticide applications;
- Manages department budget and prepares bid specifications for department purchases and improvements;
- Supervises the maintenance and repair of department equipment and buildings;
- Fields questions, concerns, and complaints from the general public;
- Provides security for golf course;
- Records and maintains all records for the department;
- Coordinates activities and functions with appropriate staff;
- Serves as advisor to Golf Board;
- Follows department policies and procedures;
- Follows safety procedures and practices and serves as safety coordinator for department.

**MARGINAL FUNCTIONS**

- Assists with general maintenance;
- Assists with equipment and building repairs and maintenance;
- Collaborates with other departments;
- Attends City Council, and Golf Board Meetings as necessary;
- Performs light construction improvements on city property;
- Oversees spraying and mowing for other departments;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned;

## **GOLF COURSE SUPERINTENDENT POSTION REQUIREMENTS**

**Experience:** Four to six years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** A high school diploma or GED is required, and a technical degree or some college credit in a related field is preferred. This employee should possess a Commercial Pesticide Applicator's License.

**Technical Skills:** A thorough knowledge of turf management, forestry and horticulture, safety procedures, construction techniques, and a working knowledge of computers and mathematics is required. This employee must be able to operate computers, photocopiers, department vehicles, telephone systems, and other office equipment. The ability to understand and anticipate problems, to develop and enforce department safety policies and procedures, to prepare reports and budgets, and to interpret written instructions, maps, schematics, blueprints, reports, and manuals is required. This employee should possess excellent public relation, supervisory, organizational, technical, oral and written communication skills. The ability to work in a team setting is required.

**Problem Solving:** Independent problem solving is involved in this position. This employee encounters problems with personnel issues, citizen concerns and complaints, equipment malfunctions, and project scheduling conflicts.

**Decision Making:** Independent decision making is involved in this position. This employee makes decisions about resolving citizen complaints and personnel issues, prioritizing department activities and goals, and performing daily duties in the most efficient manner.

**Supervision:** This employee works with occasional supervision from the City Administrator, and has supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee does participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, subordinate personnel, and supervisory personnel, and occasional contact with the organization's governing body is expected.

**Working Conditions:** Some averse working conditions exist within this position. Exposure to hazardous chemicals, heavy machinery, excessive noise, work in confined spaces, and adverse weather is expected.

**Physical Requirements:** Some manual labor including lifting and carrying heavy objects, climbing, extensive walking, and the ability to operate departmental equipment is required occasionally in this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical and criteria considered necessary to successfully perform the job.