

**Town of Natick  
Job Description**

<b>Position Title:</b>	Golf Course Superintendent	<b>Grade Level:</b>	2
<b>Department</b>	Community Services	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Golf Course Manager		

**Statement of Duties:** The Golf Course Superintendent is entrusted with the maintenance, operation and management of the town owned gold course. Responsibilities include: turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, scheduling/maintenance of the irrigation system, pesticide applications, related recordings and compliance of regulatory issues. The Golf Course Superintendent works to create an environment where staff is involved and enthusiastic, with open communication and respect for themselves and guests of the property.

**Supervision Required:** The employee will report to the Golf Course Manager. In all instances, the golf course superintendent coordinates operations with the Golf Course Manager and Golf Professional. The superintendent will also meet with the town appointed golf committee, local conservation commissions, recreation director and public works officials.

**Supervisory Responsibility:**

- Supervising the maintenance of the golf course using IPM strategies.
- Supervising the maintenance and repair of golf course maintenance equipment.
- Rendering professional advice, opinions, assistance and services to management.
- Recruiting, supervising, training, monitoring, evaluating and motivating personnel.
- Participating in all long-range planning meetings.

**Accountability:** To create the positive environment necessary for constructive accountability the Superintendent should:

- Involve employees in setting clear, challenging yet attainable goals and objectives, and give them the authority to accomplish those goals;
- Coach employees when they request help, and support employees in all aspects of the job;
- Monitor progress towards goals, and provide feed-back that includes credible, useful performance measures;

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- Provide the training and resources employees need to do the work; and
- Recognize employees for good performance, both formally and informally.

**Judgment:** The Superintendent should institute the following practices in his decision making.

- Identify the purpose of your decision.
- Gather information.
- Identify the principles to judge the alternatives.
- Brainstorm and list different possible choices.
- Evaluate each choice in terms of its consequences.
- Determine the best alternative.
- Put the decision into action.
- Evaluate the outcome of your decision and action steps.

**Complexity:** Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Confidentiality:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:**

The Golf Course Superintendent should institute the following practices to create a positive work environment

- Transparent and open communication
- Training and development focused
- Recognition for hard work or a job well done
- Create a team spirit

**Nature and Purpose of Contacts:** Position interacts with coworkers, public and external contacts. More of than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or uncooperative individuals.

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### **Occupational Risks:**

- Exposure to Sun
- Exposure to pesticides
- Injury due to the use of power tools and equipment

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Maintenance of the golf course.
- Maintenance building and equipment
- The golf car fleet
- Clubhouse grounds and landscaping
- Open spaces, wooded areas, unused acreage and areas outside the perimeter fence
- Other properties as specified by the superintendent's supervisor
- Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors.
- Prepares the annual budgets for the maintenance and capital improvement of course properties. The superintendent formulates the annual maintenance and capital budgets so as to implement town policies established in accordance with the long-range plan and defined maintenance standards.
- Interviews, hires, trains and supervises a staff of employees for the purpose of maintaining the properties. The superintendent has authority to terminate employment of subordinates.
- Plans all maintenance and project work, applying 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

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work. The superintendent 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 other properties. The superintendent is responsible for inventory control and oversees the equipment maintenance programs. The superintendent 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 the golf course manager to discuss activities, goals, plans and member/customer input.
- Meet monthly with the town appointed Golf Committee.
- Using excellent customer service skills. Establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.
- Maintain membership in the Audubon Co-operative Sanctuary program.
- May require current state certification or licensing as a pesticide applicator.
- Three (3) to five (5) years experience as a Golf Superintendent or 1st Assistant
- Two (2) year Degree or Certificate in Turf Management (or related field, like agronomy, horticulture, plant science, soil science).
- Possession of a valid driver's license, possibly a commercial driver's license (CDL).
- Basic life support training.

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- Certification by the Golf Course Superintendents Association of America
- Neat in appearance and attire.

### **Special Requirements:**

- Massachusetts Pesticide Applicators License
- Hydraulic (Hoisting) License
- MA Driver's License

### **Knowledge, Abilities and Skill**

- 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.
- 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).
- Knowledge of the game of golf, golf rules and methods of play.
- Working knowledge of light and heavy maintenance equipment and automotive apparatuses.
- Working knowledge of the theory, care, and operation of internal combustion engines and mowing equipment.
- Working knowledge of the hazards and safety precautions of the profession.

### **Abilities:**

- A high degree of administrative and executive ability, especially in terms of problem solving and decision making.
- Ability to work in a variety of weather conditions while repairing equipment.
- Ability to diagnose mechanical troubles and determine appropriate maintenance work.
- Ability to communicate effectively and keep business records.

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### Skill:

- Excellent oral and written communications skills.
- Advance computer skills required for financial reporting and control of operations, including use of Microsoft Office Suite.
- Skill in the use of a variety of equipment repair tools, and the making of various types of mechanical repair.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

### **Physical Skills:**

- Must be able to move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance.
- Stand, sit, or walk for an extended period of time or for an entire work shift.
- Reach overhead and below the knees.

### **Motor Skills:**

- Must possess the motor skills necessary to perform the position of Golf Course Superintendent

### **Visual Skills:**

- Must possess the visual skills necessary to perform the position of Golf Course Superintendent

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*