



# SPENCER

## GOLF & COUNTRY CLUB

2200 West 18<sup>th</sup> Street, Spencer Iowa 51301

### Job Description

## Golf Course Superintendent

#### Job Overview:

Responsible for operation of the golf course operation and maintenance. The responsibilities include: turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, scheduling/maintenance on irrigation systems, pesticide applications, related recording and compliance of regulatory issues.

The Golf Course Superintendent works to create an environment of open communications with staff, members and guests.

#### Basic Functions:

- Responsible for all phases of golf maintenance and agronomic operations, cost control, and personnel.
- Work closely and coordinate with the Board of Directors, Head Golf Professional and Club House Manager on issues related to golf course maintenance and event organization
- Directs and participates in the construction and maintenance of the grounds.
- Assist Board of Directors, Head Golf Professional and Club House Manager with administering Club rules and policies for staff.
- Works closely with the Board of Directors, Head Golf Professional and Club House Manager to operate the Golf Course in a fiscally responsible and professional manner.
- Must be able to work independently and be a self-starting problem solver.

#### Primary Duties:

- Oversee the care and maintenance of turf, ornamental plants, shrubs, trees, wetlands and buildings.
- Direct and assists the staff on the planting of new vegetation, spraying, pruning and trimming of trees and shrubs.
- Prepare as needed soil plant beds and tending to high stress areas.
- Manage and track irrigation system and provide monthly reporting on retaining ponds, wells and other water source usage.
- Recruit, supervise and retain maintenance staff.
- Provides technical, operational and safety training for employees by working within OSHA and Club guidelines for safe working conditions.
- Oversee staff in proper and safe operation of mechanical and power equipment.
- Plan and budget for additional or replacement capital equipment.
- Supervise and participate in the application of fertilizer, chemicals pesticides on Club grounds in compliance with all local, state, and federal regulations.
- Supervise and control maintenance expenses associated with golf course operations, including payroll, supplies, chemicals and fertilizers.
- Develop annual operating budget and plans for maintenance and capital improvement projects.
- Maintains records and complete required documentation for ordering parts, supplies and equipment as needed.

- Schedule maintenance practices around member play and outings to maximize efficiency and minimize disruption to members.

**Knowledge & Skills Required:**

- Knowledge of management and maintenance of greens, fairways and roughs.
- Knowledge of use and operating standards of equipment and tools used in golf course maintenance work.
- Skill in recruiting, supervising, training, monitoring, evaluating and motivating personnel.
- Decision making, effective verbal, listening, writing and time management skills, attention to detail,
- Interpersonal skill to resolve conflict and work with Board of Directors, officials, employees, members and general public.
- Knowledge of safe use, mixing and application of chemicals and commercial products.
- Knowledge of the game of golf, golf rules and methods of play.
- Ability to anticipate personnel, equipment, and material requirements related to golf course maintenance and repair assignments.
- Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.
- Snow removal and winter maintenance activities when necessary.

**Minimum Qualifications:**

- 2-5 years' experience as a Golf Superintendent or 1st Assistant
- 2-year Degree or Certificate in Turf Management (or related field of agronomy, horticulture, plant science, soil science).
- Advance computer skills required for financial reporting and control of operations, including use of Microsoft Office Suite.
- Pesticide Application License
- Valid Driver's License

**Personal Attributes**

The candidate must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

Compensation commensurate with experience.

Please send or email your letter of application and resume to:

**John Beneke – Board President**  
**Spencer Golf & Country Club**  
**2200 West 18<sup>th</sup> Street**  
**Spencer, Iowa 5301**  
**712-346-8641 (cell phone)**  
[John@farmerstrust.com](mailto:John@farmerstrust.com)