

Sample Position Description from GCSAA

Golf Course Superintendent

Definition:

The golf course superintendent is entrusted with the maintenance, operation and management of a golf course.

General responsibilities:

He or she is responsible for:

- Supervising the construction and maintenance of the golf course(s)
- Supervising the maintenance and repair of construction and maintenance equipment
- Rendering professional advice, opinions, assistance and services to the facility's board of directors or managing body as required
- Participating in all long-range planning meetings

Reporting:

The golf course superintendent reports directly to one (and only one) of the following individuals:

- General manager
- Green chairman
- Owner
- Director of Golf
- Director of golf courses/director of parks and recreation

In clubs organized such that the superintendent reports to the green chairman, any committee members and/or club members who have comments, complaints or suggestions about course maintenance or conditioning should present them in writing to the green chairman, who will discuss these matters with the superintendent.

In all instances, the golf course superintendent coordinates operations with the club manager and golf professional. In membership club organizations, the golf course superintendent also communicates and coordinates with all relevant membership groups and committees.

Typical functions:

The golf course superintendent assumes responsibility for managing and maintaining golf course properties, which may include:

- The golf course(s)
- Maintenance equipment
- The golf car fleet
- Clubhouse grounds and landscaping
- Tennis courts, swimming pool and other recreational facilities
- Open spaces, wooded areas, unused acreage and areas outside the perimeter fence
- Sod farm and nursery
- Other properties as specified in writing by the superintendent's supervisor

Additional functions:

In addition, the golf course superintendent typically assumes the following responsibilities:

- Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors. In private club organizations, the superintendent must submit written plans

for course construction, reconstruction or renovation projects to the green committee. Projects approved by the green committee will be forwarded to the board of directors for final approval.

- 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 board policies established in accordance with the long-range plan and defined maintenance standards.
- Interviews, hires, trains, directs 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 his or her 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 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 other members of the top management group to discuss activities, goals, plans and member/customer input. The superintendent also plays golf regularly with these individuals, and in private clubs, with the green chairman. In a private club organization, the superintendent attends all green committee and board meetings.

Employment standards:

- Requires advanced knowledge of agronomy and turfgrass 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 participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows
- May require current state certification or licensing as a pesticide applicator