

**CITY OF RINCON, GEORGIA**

**Golf Course Department**

**JOB TITLE:** Golf Course Superintendent

**SUPERVISOR:** City Manager

**JOB FUNCTION:** Rincon Golf Course, a municipal golf course and the only course in Effingham County, is in search of a Golf Course Superintendent. This is an excellent opportunity for a hands-on and detail-oriented individual who is looking to be part of a golf course that is committed to progress and elevating the member experience. The Golf Course Superintendent works to create an environment where staff are involved and enthusiastic, with open communication and respect for themselves, members, guests, and the property.

The Rincon Golf Course Superintendent will manage all aspects of the course's agronomy operation and works alongside the Clubhouse Manager.

**SPECIFIC JOB RESPONSIBILITIES**

The Golf Course Superintendent's overarching responsibility is to manage and maximize all aspects of the golf course's agronomic operations to ensure optimal playing conditions and turf health within the budget provided.

**Financial and Reporting**

- Develop and manage the agronomy department budget, including expenses related to labor, equipment, supplies, and maintenance. Optimize resource allocation to achieve cost-effective operations while maintaining high standards of turf care.

**Operations**

- Directs and delegates daily activities to all on-course personnel.
- Oversees the care and maintenance of the clubhouse and grounds.
- Collaborates to plan and implement course improvement projects, such as renovations, re-grassing, bunker renovations, and drainage improvements. Provide agronomic expertise and ensure project timelines and budgets are adhered to.
- Holds regular agronomy staff meeting with the golf course assistants that covers training, customer service, progress since the last meeting, and basic financials that can pertain to the entire department.

- Provides technical, operational and safety training for employees to ensure that staff are working within OSHA, course safety, state, and federal guidelines for safe working conditions.
- Has daily communication with the Clubhouse Manager regarding the golf course conditions and its playability.
- Communicate regularly with pro shop staff and members to explain various course conditions and changes to course set up.
- Recruit, train, and supervise a team of agronomy staff, including assistants, technicians, and seasonal workers. Provide guidance, performance feedback, and professional development opportunities to ensure a skilled and motivated workforce.
- Maintains all permits and licenses pertaining to the agronomy department.
- Supervises and participates in the application and recording of chemical applications (fertilizers and pesticides) on the course's grounds in compliance with all local, state, and federal regulations.
- Responsible for overseeing the operation of all maintenance equipment, along with calibration and operation of each.
- Maintains a clean work environment in the office and maintenance building.
- Follows all local, state, and federal policies relating to hiring and firing, discrimination, and harassment.
- Other duties as assigned.

## **REQUIRED SKILLS**

The Golf Course Superintendent must have the following skills:

- Extensive experience in golf course agronomy, turfgrass management and warm weather grasses, in a leadership role.
- Familiarity with golf course construction and renovation processes.
- Skill in recruiting, supervising, training, monitoring, evaluating and motivating personnel.
- Interpersonal skill to resolve conflict and work with supervisors, officials, employees, members, and the 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.
- Proficiency in Excel and Word.
- Proficiency in analyzing and understanding department and course financials

Minimum Qualifications:

- 2+ years experience as a Golf Superintendent or Assistant Superintendent.
- Degree in Turf Management (or related field, like agronomy, horticulture, plant science, soil science).
- Computer skills required for financial reporting and control of operations, including use of Microsoft Word and EXCEL.
- Valid Driver's License.
- Valid Pesticide Application License must be obtained withing 60 days of employment.

Compensation Package:

- Commensurate with experience
- Health insurance and dental/vision insurance programs
- Personal time off (PTO) program
- 401K program / retirement program
- Uniforms
- Professional dues and professional development

**WORKING CONDITIONS:**

Performance of essential functions may require sitting for long periods of time, standing for long periods of time, and constant typing in the operation of the computer and other office equipment.

**MENTAL DEMAND:**

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions. Ability to communicate well, through verbal and written means, at all levels, including the public. Requires ability to handle several responsibilities and tasks at one time, and be able to prioritize those tasks. Requires ability to organize and schedule files, works tasks, meetings, etc.

**PHYSICAL DEMAND:**

Tasks require the ability to exert moderate, and times of constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25 to 50 pounds).

**INTERPERSONAL COMMUNICATION**

Requires the ability of speaking and/or signaling people to convey or exchange technical, legal, and administrative information, including giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures such as the law and related policies and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. May require the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**MENTAL APTITUDE**

Requires the ability to learn and understand complex directions, situations and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics such as policies and procedures.

**VERBAL APTITUDE**

Requires the ability to record and deliver information to supervisor; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.