



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>Position Title</u></b> Head Golf Course Superintendent	<b><u>Department</u></b> Santa Ana Golf Course Maintenance	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> General Manager	<b><u>Status:</u></b> Exempt Full Time

### 1. GENERAL POSITION DESCRIPTION:

Under the direct supervision of the General Manager, the Head Golf Course Superintendent is responsible for maintaining turf golf courses. The Golf Course Superintendent will supervise and train the maintenance staff to provide golf course/playing conditions commensurate with the expectations of guests at a high-end destination resort and within established budgetary guidelines; recruit and hire staff, complete employee reviews, training and scheduling processes; supervise all course operations, including irrigation operations, seasonal agronomic practices, and application of all pesticides, fertilizers and soil conditioners. Possess interpersonal skills needed to effectively lead and motivate the maintenance team daily. Able to communicate effectively with the Pro Shop staff as it relates to daily operations, special events and maintenance schedule. Able to maintain and process timesheets for maintenance staff. Must be proficient in computer irrigation software operations.

### 2. MINIMUM QUALIFICATIONS:

Associates degree or Bachelor's degree in Agronomy, Plant Science, or Turf Grass Management and 3-5 years of golf course maintenance experience or any combination of education and experience enough to perform the duties of the position. NM Pesticide Applicators License or ability to obtain such within 90 days of employment. Valid Driver's License with acceptable driving record for the past three years.

### **3. KNOWLEDGE REQUIRED:**

- Knowledge of the equipment, tools, materials, methods and procedures used in golf course maintenance and construction.
- Knowledge of various soils, plants, grasses, shrubs, and trees used on golf courses, and the proper methods of planting, cultivating, and maintaining them. Knowledge of the methods of diagnosing and treating diseased trees, shrubs, plants and grasses found on a golf course.
- Knowledge of various fertilizers and chemicals used in golf course maintenance and their proper applications.
- Knowledge of the methods and procedures used in the operation and maintenance of large area automated irrigation systems.
- Knowledge of basic mechanics and preventative maintenance of golf course maintenance equipment.
- Knowledge of pump house maintenance and operation.

### **4. SKILLS REQUIRED:**

- Communicate proficiently with employees, supervisors and the public using clear and professional language.
- Basic personal computer skills including Excel spreadsheets, Word programs, and irrigation software (Rainbird/NIMBUS II).
- Writing and typing skills.
- Approve payroll biweekly electronic timekeeping documents in a timely manner.

### **5. ABILITIES REQUIRED:**

- Identify turf and other plant variations.
- Identify and safely operate hand tools and power equipment used in golf course maintenance.
- Operate and program an automated irrigation program both on site and using a two-way radio or smart phone.
- Perform basic math calculations (dispersion rates) necessary to ensure proper fertilizer and pesticide applications.
- Follow verbal and written instructions.
- Recognize safety hazards and apply proper safety precautions.
- Establish and maintain effective working relationships with co-workers, supervisors, and the public.
- Drive all company vehicles and equipment in a safe and courteous manner.
- Effectively assign and direct the work of assigned personnel.
- Stand, walk, kneel, climb, stoop, crouch, and reach for extended periods while performing maintenance work.
- Ability to work at heights from ladders.
- Ability to work outdoors year-round in a variety of weather conditions.
- Frequently lift and carry objects such as tools and bags of fertilizer weighing up to 50 pounds; and to occasionally lift and carry with other associate's equipment such as mowers and the like weighing up to 100 pounds.

## **6. DUTIES AND RESONSIBILITIES:**

- Responsible for the planning, layout, and maintenance of golf course properties, and in the supervision of the maintenance team.
- Coordinate with other departments as needed
- Tour golf course and practice areas daily to assess course conditions.
- Maintain golf course putting greens, tees, fairways, roughs, bunkers, roads, paths, tee walk-ups, and related areas to the highest of standards.
- Tour all landscaped areas surrounding the clubhouse facilities, parking lots, golf school, and practice range to ensure the highest of standards.
- Perform seasonal aeration and topdressing of the entire golf course bi-annually, and as needed as determined.
- Perform verti-cutting and light topdressing 1-2 times monthly during the months of March thru November.
- Perform planting and maintenance of trees, flowers, shrubs, and grasses.
- Perform application of fertilizers, pesticides, and soil conditioners/amenities.
- Collaborate with maintenance staff, including mechanic, to maintain all equipment, both manual and power.
- Operate, maintain, and repair irrigation and drainage systems.
- Determine priorities and assign work to maintenance staff.
- Oversee staffing needs, including hiring, transfer, suspension, or discharge of assigned personnel.
- Establish work standards and prepare annual employee evaluations.
- Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- Train personnel in correct and safe methods and procedures necessary to accomplish their goals and conduct monthly safety meetings.
- Establish a good rapport with team members and project a positive attitude.
- Lead by example and participate in workload as needed or required.
- Practice diplomacy with maintenance staff when making assignments, suggestions, or discussing workload and work performance.
- Interact and communicate with the golf shop staff as it relates to daily play, special events, and maintenance routines.
- Maintain a clean, safe work environment and immediately report accidents, injuries and unsafe work conditions to Sr. Golf Course Superintendent I and Human Resources. Complete the required paperwork in a timely fashion.
- Prepare annual budgets and staffing plans for the maintenance department and submit capital requests as part of the annual budget process.
- Maintain confidentiality of proprietary information and protect SAGC assets.
- Ensure uniform and personal appearance is clean and professional and follow SAGC dress codes and appearance policies.
- Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals.
- Essential functions of this position include attendance and punctuality.
- Perform other duties as assigned.

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**7. SUPERVISORY RESPONSIBILITIES:**

The position directly supervises others on a regular basis. If listed, then all positions supervised by this position are rated with the level of supervisory authority exercised by the position.

- Level      Definition of Authority**  
 1 = Supervisor recommends  
 2 = Supervisor takes action  
 3 = No Authority

Position Title(s) Supervised.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge
Foreman	1	2	2	1	1	1	3	1	1
Irrigation Tech	1	2	2	1	1	1	3	1	1
Equipment Operator	1	2	2	1	1	1	3	1	1
Laborer	2	2	2	2	1	1	3	1	1
Mechanic	1	2	2	2	1	1	3	1	1

**8. MACHINERY TOOLS, EQUIPMENT INSTRUMENTS, VEHICLES, COMPUTER HARDWARE/SOFTWARE, REQUIRED TO PERFORM ESSENTIAL DUTIES OF THE POSITION:**

Front end loader/tractor, backhoe, skid loader, Sand Pro, golf carts, utility golf vehicles, aerators, top dresser, sprayer rig, fertilizer hopper, seeder, sod cutter, trencher, string trimmers, edger, mowers, forklift, miscellaneous hand and power tools, personal computer and applicable software packages, fax and copy machines, timekeeping software, motor vehicle, telephone, two-way radio, calculator, weather station and irrigation radio device.

**9. LICENSES, ORGANIZATIONS, CERTIFICATIONS, AND OTHER REGULATORY REQUIREMENTS:**

- Member of the Golf Course Superintendents Association in good standing.
- Valid Class D Driver’s License with insurable driving record for the past three years.
- Must maintain valid driver’s license throughout employment with SAGC.
- NM Pesticide Applicators License or ability to obtain such within 90 days of employment.

**10. CORPORATE POLICIES AND PROCEDURES, GUIDELINES TO BE USED IN PERFORMANCE OF JOB:**

- SAGC Employee Policy and Procedures,
- SAGC Safety Handbook.

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