

DOWNERS GROVE PARK DISTRICT

JOB DESCRIPTION – ASSISTANT GOLF COURSE SUPERINTENDENT

About the Downers Grove Golf Club:

As America's first 18-hole golf course, the course was completed in 1892 and was one of five founding clubs of the USGA. Currently, the 9-hole course still has the original holes including 2, 4, 7, 8 & 9. In 1968, the course was purchased by the Downers Grove Park District and named the Downers Grove Golf Club.

Position Summary:

The Golf Course Assistant Superintendent assists the Superintendent in the overall maintenance and care of the golf course, including turf/grass management, irrigation, equipment, and chemical applications to ensure high quality playing conditions. Supervises seasonal personnel and participates in the maintenance of the golf course tees, greens, fairways, and cart paths including applying relevant landscaping, horticultural principles to ensure that quality standards are consistently achieved. Adheres to the maintenance budget and capital plans. Serves in the Superintendent capacity during absence.

Essential Functions:

- Assist in the development of the annual maintenance budget and operating plan. Implement the plan according to District procedures to ensure cost containment.
- Plan and implement staffing schedules to ensure quality standards are achieved at minimum employee cost.
- Assists in the responsible care of greens, fairways, tees, roughs, trees, related ground and buildings to ensure quality standards are maintained.
- Evaluates course irrigation, fertilizer application, turf conditions and makes and participates in improvements. Makes recommendations and purchases.
- Assist in equipment repairs, maintenance and care of greens, fairways, tees, roughs, shrubs, and trees.
- Assists the Superintendent in making recommendations for improvements in all areas of golf course maintenance and development of annual budget.
- Assists the Superintendent in the keeping of records.
- Planning and implementation of maintenance schedules and management procedures.
- Supervises the maintenance staff, and is responsible for all golf course maintenance in the absence of the Golf Course Superintendent.
- Participates in staff meetings, staff development sessions and continuing education opportunities as required.
- Perform daily maintenance tasks to the golf course.
- Adheres to District safety rules and procedures and directs subordinates to exercise safe work practices.

- Implements the crew schedule, provides training to new staff, supervises seasonal crew as necessary.
- Plans for budget and operations, discuss projects, equipment and building repairs and snow removal.
- Follows PDRMA safety rules.

Qualifications

- Minimum Associate's degree with emphasis in agronomy or related field from an accredited college or university.
- Minimum 5 years work experience in the position of Assistant Golf Course Superintendent.
- Must possess a valid Illinois driver's license.
- Must possess or be willing to obtain a commercial pesticide applicator's license.
- Knowledge of golf course maintenance practices, including care and planting of trees, shrubs, and other plant material, and treatment of grass for prevention and cure of turf diseases.
- Preference for mechanical repair and basic golf knowledge.
- Must be independent, show initiative, and be able to communicate effectively and to work harmoniously with others.
- Must have ability to exhibit good judgement, tact and courtesy in dealing with the public.

Salary and Benefits

- \$50,000
- IMRF Retirement benefit, Blue Cross/Blue Shield Health Insurance, Dental and Vision Insurance, Fitness Center Membership with access to all Park District Classes, Optional 457 contributions with 15% Employer match, GCSAA Membership dues, Uniform allowance.
- Vacation time, personal days, and paid sick days.

Application deadline: September 13th

Position Start Date: October 21st

Responsible to: Jeff Pozen, Golf Course Superintendent

E-mail Cover Letter and Resume to jpozen@dgparks.org

The Downers Grove Park District is an Equal Opportunity Employer