



Waukewan Golf Club  
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Center Harbor, NH. 03226  
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[www.waukewangolfclub.com](http://www.waukewangolfclub.com)

## Waukewan Golf Club Superintendent Position

Position Open: December 1, 2018  
Position Available: April 1, 2019  
Application Deadline: March 1, 2019

### Job Overview:

The Waukewan Golf Club workforce is comprised of a relatively small group of employees that are tasked with many widely varying responsibilities. The makeup of the workforce is such that members of one department may be tasked with various responsibilities that may directly relate to another department in order to fulfill a particular need, be it member related, golf course related, facilities related and the like. Although the Golf Course Superintendent responsibilities are outlined in the sections that follow, the Golf Course Superintendent at some point may be required to assist members of other departments as directed by the Owners and/or General Manager. In general, the responsibilities of the Golf Course Superintendent are focused on the golf course operation and maintenance, assists with maintenance of grounds equipment, assists with maintenance of the golf cart fleet, and a summary of responsibilities will include but not be limited to: turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, scheduling/maintenance of irrigation systems and pump stations, pesticide applications, related recordings, and compliance of regulatory issues. The Golf Course Superintendent must facilitate an environment where staff is involved and enthusiastic, with open communications and respect for themselves, members, guests and the property.

### Job Type/Duration

The Golf Course Superintendent position is to be considered an employment at will, full-time, salary position. The Golf Course Superintendent weekly hours will vary greatly depending on the time of year. For Example, it is not uncommon for the Superintendent to be on property 60 or more hours per week during the peak season, but only require 20 hours during the off season, with six weeks of off time between mid-December through February 1st.

### Reports to:

Golf Course Owners and General Manager. The Golf Course Superintendent assumes responsibility for managing, maintaining, and completion of daily tasks of the golf course properties under the supervision and instruction of the Owners and General Manager.

### **Basic Functions:**

- Responsible for all phases of Golf Course Maintenance and Agronomic operations and related personnel.
- Works closely with, advises, and coordinates with the Head Golf Professional on any issues related to golf course maintenance.
- Plans and Assists in the direction and participates in the construction and maintenance of the grounds.
- Plans and Assists in the design of landscape plans for facility grounds and implements the plan.
- Administers and enforces all Club rules, regulations and policies for staff.
- Supports and assists with membership seminars and orientations if applicable.
- Works closely with the General Manager and Owners 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:**

- Oversees the care and maintenance of the turf, practice areas including the driving range, ornamental plants, shrubs, trees and wetlands on the facility grounds.
- Directs and assists the staff on the planting of new vegetation, the replacement, spraying, pruning and trimming of trees and shrubs, the preparation of soil plant beds for aesthetically pleasing arrangements and tending to high stress areas.
- Manages an aggressive water usage tracking plan for irrigation systems and provides annual reporting on retaining ponds, wells and other water source usage.
- Recruits, supervises and retains maintenance staff. Conducts employee performance evaluations and exercises disciplinary action.
- Provides technical, operational and safety training for employees to ensure that staff is working within OSHA, club safety, state and federal guidelines for safe working conditions.
- Oversees subordinates in proper and safe operation and maintenance of mechanical and power equipment. Makes recommendations relating to additional or replacement capital equipment.
- Supervises and participates in the application and recording of chemical applications (fertilizers and pesticides) on the Club's grounds in compliance with all local, state, and federal regulations.
- Supervises and controls all maintenance expenses associated with Golf Course Operations, including grounds maintenance department payroll, supplies, chemicals and fertilizers.
- Maintains records and completes required reporting. Prepares orders for parts, supplies and equipment and submits those orders to the General Manager as needed. Responsible for ordering items approved through the order process.
- Schedules maintenance practices around member play and outings to maximize efficiency and minimize disruption to members.
- Assists the Mechanic and schedules the maintenance of golf course equipment and maintains records on maintenance performed.

- Assists the Mechanic and schedules maintenance of the golf cart fleet and maintains records of maintenance performed.
- Schedules Daily checks and cleaning of on-course restrooms and potable water, if any.
- Overseeing scheduling and routing of personnel and equipment to accomplish Golf Course tasks which must include time for the superintendent to assist in the completion of tasks alongside other Golf Course personnel.
- Communicating regularly with other members of the organization to discuss activities, goals, plans and member/customer input.
- Must maintain continuing education for supervisory pesticide and chemical spray licensure in the State of New Hampshire.

### **Knowledge & Skills Required:**

- Knowledge of to include but not be limited to maintenance of greens, fairways and roughs, bunkers, and other golf course features.
- Knowledge of use and operating standards of equipment and tools used in golf course construction and maintenance work.
- Skill in recruiting, supervising, training, monitoring, evaluating and motivating personnel.
- Excellent oral and written communication skills.
- 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.
- Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.

### **Minimum Qualifications:**

- 3 years experience as a Golf Superintendent or 1st Assistant
- 2 year Degree or Certificate in Turf Management preferred (or related field, agronomy, horticulture, plant science, soil science).
- Valid Driver's License.
- Possess and maintain a New Hampshire Supervisory Pesticide and Chemical Spray Application License.

Salary and Compensation package will be discussed upon interview.

**To Apply:** Email cover letter, resume and references to [timnoe@earthlink.net](mailto:timnoe@earthlink.net)

or Mail to:

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