**Golf Superintendent Responsibilities**

GENERAL

* Responsible for golf course staff, maintenance and equipment.
* Supervise and control all maintenance expenses associated with golf course operations, including payroll, supplies, equipment, chemicals and fertilizers.
* Maintains all appropriate licenses including those required to apply fertilizers and other chemicals. The Town will pay for associated fees.
* Works closely with the Town Manager and Golf Committee to operate the Golf Course in a fiscally responsible and professional manner.
* Open the Course at the beginning of the season. Specific tasks include maintaining the equipment, ensuring the sprinkler system is in working order, cutting the grass, raking the sand traps and getting the course into generally accepted playable conditions.
* Close the Course at the end of the season. Specific tasks include ensuring the water system, pipes and sprinklers are drained of water prior to the island shutdown. All sprinkler heads are covered and protected for the winter. The golf carts and other equipment is stored properly for the winter. Provide year end maintenance on equipment as required.
* Administer and enforce course policies as put forth in the Policy Handbook
* Begin work when the Island opens for Town Employees (Generally between April 5 and April 12)
* End work when the Island closes for Town Employees (Approximately November 15)
* Average approximately 48 hours of work each week

STAFF

* Hires, trains, schedules, and supervises the golf course staff.
* Oversees subordinates in proper and safe operation and maintenance of mechanical and power equipment.
* Conducts employee performance evaluations.

EQUIPMENT

* Ensure proper operation and maintenance of all golf course equipment.
* Order parts, supplies and equipment as needed.
* Maintain complete maintenance records of all equipment.
* Maintain a tabulation of all golf course equipment detailing all pertinent data.
* Maintain, clean and fuel golf cart fleet.
* Provide information to the Golf Committee regarding the Long Term Capital Improvements Plan
* Maintain listing of all capital assets to include life expectancy.

COURSE

* Supervise and participate in mowing greens, tees, fairways, and rough,
* Supervise and participate in the maintenance of sand traps.
* Supervise and participate in the seeding, planting, fertilization, chemical application, and other care of greens, tees, fairways and roughs.
* Supervise and participate in maintaining operation of the irrigation system.
* Supervise and participate in the operation of the driving range.
* Purchase materials necessary to maintain the golf course.
* Direct and participate in the construction of capital projects.

MISCELLANEOUS

* Communicate regularly with the Golf Committee to discuss operational issues and capital improvements.
* Provide basic maintenance in the pro shop and lounge as requested by the Pro Shop and Lounge Manager.
* Cut the grass, fertilize and maintain the irrigation systems at the Community Center and Ball Field.
* Perform assigned tasks and other duties as assigned by the Town Manager.

REQUIREMENTS

* Valid driver’s license
* Maine Board of Pesticides Control Commercial Masters Applicators license.
* Associate degree or higher in Agronomy or related field preferred
* Experience in management and supervision of personnel

 SALARY

 $50 K