

Claremont Civic Association

Job Description for Golf Course Superintendent

Position currently OPEN

General:

Responsible for the golf course maintenance and course condition(s), maintaining equipment inventory and repair, management and supervision of golf course staff, working knowledge of turfgrass management, plus best practices in agronomics. Adhere to the professional standards established by the Association of Golf Course Superintendents, USGA, and related industry regulatory agencies.

Specific:

Develop golf course maintenance standards and long-range goals

Plan all maintenance and project work to achieve set goals.

Establish preventive maintenance program for equipment, sprinkler systems and ponds.

Provide training for employees to ensure that staff is working within OSHA and environmental guidelines.

Work with Volunteer Coordinator in management and assignment of course projects.

Manage appropriate inventory controls for course supplies, parts, equipment.

Ability to manage budgets, basic understanding of financial review and reporting, plus working knowledge of purchasing, cost savings and controls.

Develop long range capital equipment acquisition plan consistent with Claremont Reserve Study Fund.

Work directly with Claremont Financial Manager in monitoring monthly expenses, managing employee payroll records, communicating human resource policies to course employees.

Prepare monthly reports for the Claremont Golf Committee, attend monthly meetings, and communicate relevant course issues that impact finances, planning, and maintenance.

Work directly with Director of Golf on course conditions, course closure, maintenance of golf carts, planning tournaments, and sharing of resources.

Working knowledge of computer application(s) including email, internet, and basic communication systems.

High level of Customer Service orientation as it relates to Claremont Homeowners/Golfers, vendors, public golfers, and visitors.

Ability to work independently, self-motivated, thoughtful decision making, sound judgement, and remain consistent with Claremont core values.

Works closely with Chair, Landscape Committee to ensure coordination of projects that overlap with golf course and landscape of common areas.

Experience:

Associate Degree, appropriate Course Certification in Turf Science, Landscape, Agronomy or similar field, or equivalent work experience. Minimum of five years' experience in golf course management, leadership position, or Assistant Superintendent responsibilities. Member or potential member of Oregon Association of Golf Course Superintendents.

Organization and Reporting:

This position reports directly to the Claremont Administrator. All Golf Course Employees report directly to the Superintendent. This position also serves as a Team Member of the Golf Committee which requires regular attendance at meetings, prepare and communicate reports to the Committee, and works directly with the Chair, Golf Committee on relevant course issues.

Compensation and Benefits: Competitive salary
Full range of benefits including health, dental, retirement, etc.

Interested Applicants send Resume and List of Experiences to:

Robert Shook
CCA Administrator
15800 NW Country Club Dr.
Portland, OR 97229

503-645-7600

Or email: manager@claremontcivic.com

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