



### JOB DESCRIPTION

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| <b>Job Title:</b><br>Golf Course Superintendent | <b>EMPLOYMENT STATUS</b>                             |  |
| <b>Department:</b>                              | <b>Regular</b> <input checked="" type="checkbox"/>   | <b>Temporary</b> <input type="checkbox"/>  |
| <b>Salary:</b>                                  | <b>Full-Time</b> <input checked="" type="checkbox"/> | <b>Part-Time</b> <input type="checkbox"/>  |
| <b>Reports To:</b><br>City Manager              | <b>Exempt</b> <input type="checkbox"/>               | <b>Non-exempt</b> <input type="checkbox"/> |

### JOB SUMMARY:

The Golf Course Superintendent is entrusted with the development and management of the golf course. The responsibilities are to supervise the construction and maintenance of the golf course, to supervise the servicing and repair of turfgrass maintenance equipment, to keep appropriate records, and to prepare budgets and reports.

### ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs the maintenance program for greens, tees, fairways, rough, and bunkers.
- Plan and implement staffing schedules to ensure quality standards are achieved with his efficiency.
- Supervises the efficient operation of an equipment service and repair shop.
- Keeps records of annual maintenance activities and costs.
- Prepares and presents the annual golf course maintenance budget.
- Administers and enforces all Club rules, regulations, and policies for staff.
- The golf course superintendent assumes responsibility for managing and maintaining club properties, which include:
  - The golf course
  - Maintenance equipment
  - Clubhouse grounds and landscaping
- Must be able to work independently and be a self-starting problem solver.
- Manages an aggressive water usage tracking plan and irrigation systems and provides monthly reporting on retaining ponds, wells and other water source usage.
- Ensures maintenance and safe operations of all equipment.

for the purpose of compliance with the Americans with Disabilities Act (ADA)  
 This job description does not take into account potential reasonable accommodations.  
 The City of Beeville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

## GOLF COURSE SUPERINTENDENT

### BASIC FUNCTIONS:

- Participates in interviewing, hiring, and discharge of employees.
- Must be able to work independently and be a self-starting problem solver.
- Perform other work duties as assigned

### ESSENTIAL WORK HABIT:

- Regular Attendance in a workplace environment.

### QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to follow policies and procedures.
- Ability to operate a POS (Point Of Sale system), fax, copier, computer/printer, and telephone.
- Ability to communicate clearly verbally and in writing.
- Demonstrate good listening skills.
- Demonstrate good organizational and management skills.
- Ability to multi-task in a stressful environment.
- Ability to identify with “front house” and “back house” issues and resolve them in a timely manner.
- Knowledge of the game of golf, golf rules and methods of play.
- Interpersonal skill to resolve conflict and work with supervisors, employees, members, and general public.

### MINIMUM REQUIRES FOR EMPLOYMENT

#### EDUCATION, EXPERIENCE, AND CERTIFICATION

- Minimum of 5 years’ experience as the Golf Course Superintendent.
- Minimum two-year degree or certificate in turf grass management.
- Experience in all phases of golf course management and turf culture.
- Considerable skill in planning and assigning work to subordinates; skills in keeping records and budgetary matters.
- Participating knowledge of the game of golf.
- Valid TX Driver’s License or available alternate means of transportation.
- Must pass a pre-employment drug screen and criminal background investigation
- Positive attitude, professional manner, and appearance in all situations.
- Certificates: Turf Management, irrigation, certified and licensed in Pest Control through TDA or SPCB

**PHYSICAL REQUIREMENTS:**

- Working conditions are primarily outside with frequent exposure to inclement weather
- Ability to move about an office or building. Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside the City.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer, telephone and related equipment.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment. (Standing/walking, sitting, lifting/carrying, pushing/pulling, reaching and bending).

**NOTHING CONTAINED IN THIS JOB DESCRIPTION OR ANY OTHER MATERIALS OR INFORMATION DISTRIBUTED BY THE CITY OF BEEVILLE CREATES A CONTRACT OF EMPLOYMENT BETWEEN AN EMPLOYEE AND THE CITY.**

**COMPENSATION:**

- Depends on experience

**BENEFITS:**

- 100% Paid Employee health and life insurance
- VAC/SICK leave
- 2 to 1 RETIREMENT

**Send resumes to:**

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