



## **Golf Course Grounds Manager**

**Status:** Exempt

**Reports to:** Works under the general direction and supervision of the Head Golf Professional/Manager

**Subordinate Staff:** A part-time, year-round staff member, to be hired by the successful Grounds Manager candidate; and seasonal staff (both as annual budget allows)

**General statement of duties:** This is a full-time, year-round position. The Grounds Manager is responsible for maintaining all areas of the golf course in all aspects of construction, maintenance, agronomy, and management to produce excellent playing conditions that enhance the golf experience for pass holders, community members and visitors. Daily staff management, planning of day-to-day golf course maintenance, tournament prep, staff training, and other management duties are the requirements of the position. The ideal candidate has a strong work ethic, is a self-starter, and has a strong desire to learn and grow. This position is less administrative than it is a working position. The successful candidate can expect to be boots-on-the-ground, repairing irrigation systems, repairing and maintaining equipment, spreading fertilizer, spraying for weeds, and other tasks the course needs. This position is open to those wishing to grow in their golf career to the position of Assistant Superintendent or Superintendent.

**Specific duties and responsibilities:** The following are illustrative only and are not all-inclusive:

- Maintains the course in proper playing conditions
- Plans, organizes and directs the maintenance program for greens, tees, fairways, rough and bunkers
- Supervises the planting and cultural practices involved in growing various turf grasses; supervises all planting, fertilizing, care and removal of turf, plants, shrubs, trees and other plants on the course
- Manages and maintains irrigation water delivery and holding systems, irrigation piping, sprinklers, and central control system, open spaces and unused acreage
- Plans and supervises the use of pesticides with an organized IPM program
- Supervises the efficient operation of equipment service and repair
- Manages and maintains course assets, golf course grounds, and practice areas, including equipment, golf cart fleet, restrooms, buildings, and potable water on the golf course
- Supervises the construction and maintenance projects for the golf course

- Performs regular inspections of greens property for hazardous or dangerous conditions; initiates immediate measures to eliminate hazardous or dangerous conditions upon discovery; trains and directs staff to perform same
- Procures supplies and materials within budgetary constraints. Monitors monthly financial statements and takes effective corrective action as required to meet budget requirements
- Interviews, hires, trains and manages seasonal greenkeeper staff
- With the Head Golf Pro, assists in preparation of golf course maintenance budget and participates in long-range planning
- Keeps records of annual maintenance schedules, activities and costs; maintains and revises as needed SOPs and grounds and equipment manuals
- Attends and participates in Golf Course Advisory committee meetings
- In coordination with the Head Golf Pro, determines seasonal opening and closing dates based on weather and course conditions
- In all instances, the Grounds Manager coordinates operations with the Head Golf Professional
- Other related duties as required or assigned

**Desired knowledge, skills and abilities:**

- Knowledge of high desert agronomic and turf grass principles; working knowledge of golf facility construction principles, practices, and methods; and an understanding of turf management
- Experience with or knowledge of gravity-fed irrigation systems
- Experience in all phases of golf course management and turf culture
- Knowledge of the game of golf
- A thorough knowledge of the different methods and materials used in golf course, grounds, and landscape area or construction/maintenance work
- Ability to plan, organize, implement, and evaluate work relative to position, especially critical in problem-solving and decision-making
- Ability to maintain effective working relationships with elected officials, supervisors, employees and the public
- Ability to communicate effectively both orally and in writing

**Desired education and experience:**

- Certification, associate's or bachelor's degree in agronomy, horticulture or plant science, turf grass management program or related field; or at least three years employment in the golf industry; or a combination of education and experience that demonstrates the required knowledge and experience
- Demonstrated training, experience or knowledge in mechanics and irrigation systems

**Required special requirements:**

- Valid Colorado driver license
- Current State certification or licensing as a pesticide applicator, or ability to obtain such within six months of hiring

**Physical Demands and Work Environment:**

- Regularly exposed to moving mechanical parts and outside weather conditions
- Frequently exposed to moderate to loud noises from machinery, and frequently exposed to fumes or airborne particles and toxic or caustic chemicals
- Frequent lifting, bending, climbing, stooping and pulling
- Ability to lift at least 50 pounds

**Salary and Benefits:** The annual salary ranges from \$53,758 - \$72,351 depending on education and experience. In addition to the annual salary, available benefits include health, dental, vision, AFLAC, 6% retirement match, FICA match, worker's compensation, 11 paid holidays, golf greens fee privileges, Triad Employee Assistance program, vacation leave, wellness leave, premium time (after one year of employment), life insurance and long-term disability. Please refer to the adopted [Town of Cedaredge Employee Handbook](#) for specific details.

Please email applications and resumes to Winston Howe at [whowe@cedaredgecolorado.com](mailto:whowe@cedaredgecolorado.com) by March 9<sup>th</sup>.

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