



JOB DESCRIPTION

SENIOR MAINTENANCE SUPERVISOR - SHGC

THE POSITION

Under direction of the Recreation Supervisor II / Golf Course Manager sustains course function by directing course development and turf management activities at Simi Hills Golf Course.

EXAMPLE OF DUTIES

The duties and responsibilities of this position include, but are not limited to:

- Maintain the appearance and safety of the course by diagnosing and treating agronomic issues; supervise irrigation scheduling and repairs; maintain a wide variety of turf grasses in extreme climatic conditions; manage course preparations for tournament and daily play; integrate environmental programs specializing in IPM (Integrated Pest Management); oversee maintenance of the golf cart fleet; coordinate, schedule and supervise capital improvement projects.
- Manage maintenance operations involved in providing maintenance of greens, fairways, tees, sand traps, bodies of water, roughs, maintenance shop, golf carts and clubhouse; responsible for the selection, training, assignment and assessment of maintenance staff, providing corrective action as needed; hold and/or attend District safety meetings to ensure the highest level of safety for all maintenance staff.
- Provide effective administration by developing and executing annual maintenance plan and budget for the course; track maintenance expenses including payroll, supplies, fertilizer, chemicals, etc.; maintain maintenance records and develop required maintenance reports; order parts, supplies and equipment as needed.
- Resolve technical maintenance problems with the assistance of District's Maintenance staff.
- Maintain positive relations with members of the community.
- Implement and support all District policies, procedures and programs as requested by management.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from a recognized 2- or 4-year college or university with a degree in Agronomy, Turf Management or related field and 3 years of related experience or equivalent combination of education and experience preferred; 2 years experience as an Assistant Superintendent preferred; 2-3 years experience managing people, preferably in the golf/hospitality/service industry.

Skills and Abilities: Ability to effectively communicate with co-workers and management; solid time management, organization and prioritization skills; innovative thinker with the ability to adapt to a rapidly changing business environment; ability to effectively build a team environment and provide motivation; proficient in Microsoft Word and Excel.

Licenses/Certifications/Memberships: Must possess a valid California driver's license and demonstrate a good driving record; CA Certified Pesticide Applicator's License required. Member of the Golf Course Superintendent's Association preferred.

PHYSICAL REQUIREMENTS

It is expected that this position will be standing or walking 70% of the time or more, and will require regular climbing, bending, kneeling/squatting/stooping, reaching overhead/stretching, crawling; some working on rough and/or uneven terrain, and handling and dexterity; may be required to lift, push, pull or carry objects weighing up to 50 pounds. Position will also require the operation of standard office equipment.

5/07