



## Golf Maintenance Supervisor at Northbrook Park District

Discover a one-of-a-kind opportunity to make your mark on Chicago's North Shore as Assistant Superintendent as you oversee the operations of Heritage Oaks Golf Club and Anetsberger Golf Course. Following extensive renovations and rebranding in 2020/21, the 27-hole Heritage Oaks facility is now a premier destination, boasting a new clubhouse, a renovated practice range featuring Trackman technology, newly constructed sand-based greens and new bentgrass varieties on all playing surfaces. Our commitment to excellence continued in 2023 with significant irrigation infrastructure upgrades, paving the way for an exciting chapter in our upcoming master planning, complete with projects budgeted for 2025/26.

The right candidate will collaborate closely with our Golf Maintenance Manager (Golf Course Superintendent) and Superintendent of Grounds and Golf Maintenance (Director of Agronomy), leading a skilled team in delivering impeccable playing conditions. From staff planning to chemical application planning, you'll be at the forefront of our operations, leveraging technology in our modern maintenance facility.

This role serves as a unique platform for career growth, offering not only hands-on experience but also a variety of opportunities for professional development. Engage in staff training, actively participate in cultural and agronomic planning and seize the chance to attend multiple continuing education events and conferences throughout the year. Immerse yourself in a dynamic learning environment that propels your career forward.

We value the well-being of our team. Enjoy a fulfilling work-life balance with an average of 45 hours per week during peak season and a guaranteed day off weekly. Our supportive culture ensures you thrive both personally and professionally while contributing to the success of our facilities.

Northbrook Park District offers a very competitive compensation and benefits package.

- Competitive salary: \$60,000 to \$70,000
- Health, dental, vision and life insurance
- Paid vacation and sick time
- Enrollment in the Illinois Municipal Retirement Fund (IMRF)
- Recreational benefits (free to employee) including golf, pool membership, fitness membership, dog park membership and ice rink usage

Apply online at [nbparks.org/jobs](https://nbparks.org/jobs).



# Job Description

**Job Title: Golf Maintenance Supervisor (Assistant Golf Course Superintendent)**

Revised: 11/2023

**Job Status:** Full-time – Exempt

**Division:** Golf

**Primary Work Location:** Golf Maintenance Building

**Reports to:** Golf Maintenance Manager (Golf Course Superintendent)

**Supervisory Responsibility:** Full-time Golf Maintenance Crew Leader (1), Full-time Landscape Maintenance Worker III (1), Seasonal Golf Maintenance Workers

## Position Summary

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As the Golf Maintenance Supervisor will collaborate with the Golf Maintenance Manager to plan and schedule golf maintenance operations at Heritage Oaks Golf Club and Anetsberger Golf Course. In this role, the Golf Maintenance Supervisor will oversee two full-time golf staff and a seasonal golf maintenance crew. The position is on-call outside of normal business hours for possible golf grounds-related issues.

## Essential Job Duties

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- Supervise the Golf maintenance crew's daily tasks at Heritage Oaks Golf Club and Anetsberger Golf Course.
- Train and mentor crew members in operational and safety procedures, as well as the proper techniques and skills needed for various golf course and turf maintenance tasks.
- Plan the daily, weekly, and routine grounds maintenance tasks that need to be completed; assign tasks to the maintenance crew.
- Utilize a work order system to organize and assign tasks to staff and to record completed tasks.
- Assist in staff recruitment, hiring, training, supervising, and evaluations; compile and review all necessary paperwork; continuously develop staff by providing feedback and opportunities for growth.
- Operate riding and power hand mowers and/or a tractor with attachments for the mowing of course turf on greens, fairways, rough, and peripheral areas; operate all other equipment used in the maintenance of the course grounds as needed.
- Inspect course grounds for the identification of weeds, diseases, and insects and check turf quality continually to ensure course grounds are safe and meet District standards.
- Operate and maintain the irrigation system daily to ensure its scheduled programs are running correctly; assign staff to complete repairs and assist as needed.
- Operate a variety of equipment, including backhoes, trucks, and trenchers used in landscape projects such as grading for sod, building berms, planting, and removing trees, and digging trenches for pipes and wires.
- Supervise and/or assist with general grounds maintenance activities such as mowing, planting, cultivating, and watering grass, trees, flowers, and shrubs; operate and/or assist in spraying of turf for weeds, diseases, and pests.
- Assist with equipment repair and facility maintenance at the golf course during the off-season.
- Operate snowplows, trucks, and other equipment for the removal of snow from park district roads, parking lots, walkways, and salt applications, as needed.

- Make or advise on necessary purchases of supplies; prepare and submit check requests for invoices and reconcile purchase card transactions according to the District's Purchasing Policy.
- Enforce and communicate safety rules and procedures; address and correct unsafe conditions; address unsafe employee behavior.
- Report any work-related or patron injuries, incidents, or unsafe conditions to supervisor and/or Risk Management; address unsafe conditions as appropriate; complete or review incident/accident report forms as needed.
- Remain current and knowledgeable on trends and innovations for areas of responsibility.
- Foster and maintain effective professional working relationships with the general public and co-workers.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

### **Position Requirements**

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An associate's degree in turf management or related field including or supplemented by three (3) years of experience in golf course maintenance work and one (1) year of supervisory experience. Two (2) years of supervisory experience is preferred.

### **Skills & Abilities**

- Apply horticultural theory and techniques to a golf course setting.
- Communicate effectively both orally and in writing.
- Safe utilization of standard tools and equipment used in general golf maintenance and repair.
- Problem-solving and critical thinking skills.
- Valid Illinois Driver's License
- Possession of a valid Public Applicator's License in Ornamental and Turf Pest Control, as issued by the State of Illinois, Department of Agriculture, or ability to obtain within three (3) months of hire.
- CPR/AED Certification or ability to obtain within six (6) months of hire.
- Proficient with Microsoft Office (Outlook, Word, Excel) preferred.

### **Knowledge**

- Proper equipment needed for golf course maintenance.
- Proper safety techniques
- Proper chemical/fertilizer equipment calibration and application
- Software applications, such as for the use of project management and time and attendance management

### **Physical Requirements**

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The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, kneel, squat, climb, talk, and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate various pieces of large and small equipment and operate computers.
- Required to walk on uneven golf course grounds.
- Specific vision abilities are required and include close vision and the ability to adjust focus.

- May occasionally lift and/or move up to 50 pounds. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or greater.

**Working Conditions**

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Work is performed in an indoor and outdoor setting in varying weather conditions. Work may be performed outdoors with exposure to warm and/or cool temperatures and/or icy conditions for short or long periods of time. Exposure to chemicals, airborne particles, insects, and high noise levels. Works near or operates equipment with sharp components or moving mechanical parts. Exposure to oscillating and/or vibrating equipment and a need for repetitive movements.

**Internal Information**

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Pay Grade: 6

Number of Positions: 1

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Employee Signature

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Printed Name

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Date