



# MUNDELEIN PARK & RECREATION DISTRICT

*Connecting Our Community*

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

## **Golf Maintenance – Steeple Chase Golf Club Assistant Golf Course Superintendent**

**Position Type:** Full-Time, Exempt **Posting Closing Date:** Until Filled

**Starting Salary:** \$50,950.00 - \$63,687.50/DOQ

**Benefits:** IMRF Pension, PTO & district discounts, Health, Dental & Vision Insurance, Group Life Insurance

**Apply online at** [www.mundeleinparks.org](http://www.mundeleinparks.org)

### **Summary**

The Assistant Golf Course Superintendent reports directly to the Golf Course Superintendent. They are responsible for assisting in the daily management and operations of the golf course and overseeing and leading the maintenance staff. The Assistant Golf Course Superintendent must be able to work independently, as well as being able to competently manage 2-20 person groups of workers, in an effective, productive manner. Other responsibilities include training and supervision of staff, course setup, water management, fertilizer and pesticide applications and calibration, management strategies and record keeping, involvement in all cultural practices, proper operation/repair of the irrigation system as well as operation of equipment. The Assistant Golf Course Superintendent is responsible for performing the duties outlined in this analysis. Work is performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required.

### **Qualifications – Education, Experience and Training**

Two or four-year degree in Turf Grass Management or related field of study. One to three years of experience as an Assistant Superintendent or Assistant in Training. Current state of Illinois driver's license. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Thorough knowledge of occupational hazards and safety precautions of the trade. CPR, First Aid and AED Certification required within six months of employment. A valid Illinois Pesticide Applicators License is required within 90 days of employment.

### **Duties and Responsibilities**

#### **A. Essential Functions**

- Recruit, train, and schedule a staff of 15+ on daily assignments and projects.
- Lead all safety trainings for golf maintenance staff.
- Provide guidance to staff, coordinate training in proper maintenance and equipment techniques.
- Daily course setup.
- Daily course maintenance.
- Fertilizer/Pesticide calibration, application, and record keeping.
- Disease scouting, plant identification, implementation of preventative spray program.
- Collaborate with Superintendent to develop work assignments for maintenance staff.
- Act as Superintendent during his /her absence, including daily staff assignments and course inspections.
- Irrigation setup, control, repair, and moisture management.
- Assist in planning and execution of capital projects.
- Assist in planning and implementation of monthly and yearly operating budget.
- Assist with purchasing safety equipment, small equipment, irrigation supplies, chemicals/fertilizers, and course accessories.
- Oversee and assist with special projects.
- Perform other related duties as assigned.