**Job Title**: Golf Course Superintendent

**IGM at Lake of the Woods**

**116 Fairway Drive**

**Locust Grove, VA 22508**

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**URL**: <http://www.golfmaintenance.com>

**Job Description:**

Essential Duties & Responsibilities include the following. (Other duties may be assigned)

* Responsible for the daily golf course set-up and initial inspection, using judgment in scheduling and daily course conditioning
* Recruit, hire, interview, direct, review and communicate with all maintenance personnel
* Administrative duties: evaluate daily labor records; schedule and conduct safety and staff meetings; initiate equipment schedules; chemical, irrigation and fertilizer inventory control; initiate purchase requisitions for golf course supplies including accessories, fertilizers, chemicals and topdressing; assist with budget preparations
* Train new and existing employees in job function, equipment operation, guest service standards and departmental information
* Evaluate the usage and application of fertilizer, chemical and other applications
* Perform daily course evaluation/inspection
* Supervise irrigation and irrigation maintenance, and maintenance for shop area and landscape
* Administer horticultural programs for course surfaces, (greens, traps, tees, fairways), and surrounding areas
* Interact with outside contractors, vendors, visitors, county and state agencies
* Maintain records of all work undertaken by maintenance, including routine pesticide applications
* Track and maintain expense records for course equipment, supplies and labor, as well as current inventory of equipment, maintenance schedules and replacement needs
* Ensure that all equipment is used safely and correctly, and not abused
* Maintain security of golf course property and buildings
* Manage customer communications relating to course maintenance and procedures
* Create monthly course condition reports and other communications
* Record payroll data into electronic timesheet and transmit in accordance with payroll reporting schedule
* Must be a team player with a strong eye for detail
* Must have or be able to obtain a pesticide applicator’s license
* Must have a valid driver’s license
* While performing the duties of this job, the employee is regularly required to: speak and listen, walk, sit, and reach with hands and arms. The employee is occasionally required to: stand, climb, balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 50 pounds and must occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Requirements**:  
**Educational**: Minimum of an associate degree in turfgrass management/golf course management required. Bachelor’s degree with specialty in agronomy, horticulture, plant and soil sciences or substantial work experience preferred.

**Experience**:

Four years’ experience in golf course maintenance operation, including multiple years as an assistant superintendent required. Knowledge of Transition Zone practices including: irrigation systems, fertilizer applications and chemical related applications and damage control methods. Continuing education classes related to golf course maintenance required and provided. Ability to schedule and supervise maintenance staff members to achieve the most efficient utilization of staff members and equipment. Prepare clear and concise reports as required. Computer skills are required for record keeping and irrigation system management.

**Salary Range**: $60,000 to $70,000 annually

**Benefits**: Medical, dental, vision, life insurance, long term disability, 401k, vacation, cell phone allowance, uniforms, continuing education. Waiting period may apply.

**Date Available**: Immediately. Would prefer overlap and smooth exchange with current GCS.

**Comments**:  
Lake of the Woods is located in just West of Fredericksburg, VA set among many historic sites. The 18-hole layout is operated by the Home Owners Association and maintained by IGM. This successful long-time partnership began in 2005 and has yielded a continually improving course and player experience.