

Job Title: Superintendent
Date of Notice: December 12, 2022
Job Location: Galloping Hill Golf Course in Kenilworth, NJ
Start Date: ASAP
Reports to: Director of Course & Grounds
Send Applications to: Matt Corbridge via email to mcorbridge@kempersports.com

Property Description:

Located in Kenilworth New Jersey - Galloping Hill Golf Course known as “The Home of Public Golf in New Jersey”. Ideally located off the Garden State Parkway in Kenilworth, New Jersey, this 27-hole facility sprawls across 271 acres. Characterized by its natural terrain of rolling hills and valleys, this newly renovated course has a reputation as one of the most challenging courses in the area. The 46,000 square foot clubhouse accommodates banquets of up to 300 guests along with an award-winning restaurant.

Position Summary

Responsible for all activities related to the care and maintenance of the golf course, grounds, and equipment. Plan and implement budgets. Hire, train and supervise staff. Apply relevant landscaping, horticultural principles to assure that quality standards are consistently achieved and/or exceeded.

Essential Duties and Responsibilities

- Develop the annual maintenance budget and operating plan. Implement the plan according to Company operating policies and procedures to ensure cost containment.
- Plan and implement staffing schedules to ensure quality standards are achieved at minimum employee cost.
- Maintain the golf course in proper playing condition according to Company standards.
- Develop and maintain drainage, irrigation, pumping and water reservoir systems.
- Supervise all planting, fertilizing and care of turf, plants, shrubs, and trees on the golf course and grounds. Develop and implement a fertilizer, aeration and Integrated Pest Management program for proper turf grass and plant care.
- Supervise course construction projects.
- Supervise equipment maintenance and repair operations. Establish and implement a cleaning and preventative maintenance program for appropriate equipment, tools, vehicles, etc.
- Ensure maintenance of all appropriate quality and cleanliness standards including, but not limited to, employee hygiene and uniforms, equipment repair areas, equipment storage areas, chemical and fertilizer storage areas, receiving areas, washing areas, lunchroom areas, restrooms, etc.
- Implement and monitor the purchase ordering and receiving program to maintain proper inventories of supplies and ensure proper quantity and price on all purchases.
- Ensure compliance with all applicable state and federal laws, OSHA rules and regulations, relating to chemical and fertilizer storage and disposal, employee safety, public safety, etc.
- Manage employment activities for applicable staff members, including but not limited to, personnel recruitment and selection, performance evaluations, training, compensation, discipline, and termination, etc.
- Maintain knowledge of current and projected industry developments through continuous attention to industry periodicals and participation in relevant trade associations and organizations.
- Maintain accurate records for pertaining to department activities including, but not limited to, labor schedules, course maintenance, construction activities, equipment repair, safety meetings and

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activities, fertilizer and chemical applications and pest control practices.

- Assure the efficient and timely submission of all required operational, financial, budgetary and related reports.
- Perform other duties as appropriate.

Education/Qualifications/Certifications

- High school education required; college degree preferred.
- 5 years applicable functional, supervisory and/or management experience, preferably in the golf industry.
- Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Position Physical Requirements

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- Give and/or follow verbal and written instructions
- Supervise subordinates
- Visually inspect all work areas, golf course and grounds
- See players on the golf course, and to follow the flight of golf balls
- Operate vehicles and equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

Supervises

Assistant Superintendent; Maintenance Foreman; Pesticides Application Specialist; Irrigation Specialist; Equipment Operators; Equipment Technician; Laborers

Working Conditions

Work hours may include days and evenings on weekdays and weekends. Subject to inside and outside environmental conditions. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement daily. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

Machine/Equipment/Tools Used

General office machines such as typewriters, personal computers, printers, copiers, fax machines, calculators, telephones, etc. VDT glare screen and wrist rest. Golf cars, trucks, spray equipment, mowers, heavy machinery.

Classification:

Full-Time, Non-Seasonal, Salaried, Exempt

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