

City of Grand Rapids Job Description

Job Title: **Golf Course Superintendent**
Department: Pokegama Golf Course
Supervised by: Director of Golf
FLSA Status: Full Time - Exempt
Approved By: City Council
Approved Date: **November 24, 2025**

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.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the Director of Golf.

Essential Duties and Responsibilities

- Develop the annual maintenance budget and operating plan. Implement the plan according to City 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.
- 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 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 diploma or GED required; college degree preferred.
- 5 years applicable functional, supervisory and/or management experience, preferably in the golf industry.
- Minnesota driver's license with no suspensions or revocations within the past five (5) years or have the ability to obtain upon hire.
- MN Class B Commercial Driver's License (CDL), or the ability to obtain within one year.
- CPR/First Aid Certification required within one year.
- 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.
- Safety sensitive position subject to random drug, alcohol, and cannabis testing.

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.

- The employee must frequently lift/move (above shoulder height) up to 55 pounds.

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 on a daily basis. 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 carts, trucks, spray equipment, mowers, heavy machinery.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position Description Acknowledgement

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible, as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the City on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member _____ Date _____

Supervisor _____ Date _____