

Job Information

Job title	Golf Course Superintendent	Job Code: SUPIGC	Pay Grade: O
Title of immediate supervisor	Cedar Hill Campus Manager		
Department/Division	Parks & Recreation / Recreation		
Prepared by	N. Pallan		
Date Created	Mar 12, 2015	Revised date	Feb 24, 2020

Job Purpose

Provides supervision involving skilled horticultural and technical work and administrative duties. Oversees all aspects of golf course maintenance operations. Plans, schedules, assigns, and supervises the technical elements of landscaped and natural areas within the boundaries of the Cedar Hill Golf Course and Cedar Hill Park.

Duties and Responsibilities

- Conducts and participates in pre-planning and planning sessions for projects.
- Plans, schedules, coordinates, and allocates work on a day-to-day basis for the maintenance, construction and reconstruction of the golf course.
- Supervises, directs and evaluates work that is assigned to crews.
- Coordinates and performs a variety of skilled tasks in planting and maintenance of turf grass areas throughout the golf course.
- Develops and applies new or improved work standards, techniques and methods.
- Prepares and maintains a variety of records and reports.
- Ensures that work is completed according to Municipal specifications and within planned budgets.
- Recruits for new and advancing employees and actively directs their on the job training.
- Initiates and manages design work related to course changes.
- Assists in the preparation of annual operation and capital budget.
- Ensures the safety of work crews and the public by inspecting worksites regularly for efficient and safe work practices and procedures, taking corrective action when required; and enforcing all appropriate Municipal, WSBC Regulations and applicable environmental, safety and public health acts, regulations, policies and procedures.
- Prepares detailed cost estimates for planned and future work projects.
- Requisitions materials and equipment.
- Assess hazardous trees on the golf course and surrounding natural areas.
- Counsels, directs, trains and performance manages employees and prepares employee performance appraisals.
- Responds to complaints and enquiries from public, various departments/sections and/or other agencies and takes appropriate timely action.
- Follows proper Pesticide policy and procedures according to the District of Saanich and the Ministry of Environment.
- Assists in the assessment of golf course assets.
- Attends and participates in planning meetings with other sections, departments, or agencies on matters relating to the continued efficient operation of the golf course.
- Performs other related duties as required.

Qualifications

- Grade 12 graduation supplemented with a two year diploma in Turf Management or Horticulture.

- Five years of experience in golf course maintenance and construction including turf management, planting, weed control, fertilizers, water management, sprays, soil sciences and plant growth including four years of the experience in a supervisory capacity.
- Training or experience in accounting, budgeting, word processing and spreadsheets is an asset.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- BC Pesticide Applicator's Certificate.
- Member of a recognized turf grass organization in good standing.
- Occupational First Aid Level 1 Certificate.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina to permit performance of work in varying weather conditions.

Working Conditions

Work both indoors and outside all year round. Varying shifts including early morning, weekend and statutory holidays are required due to the continuous operations.