**Job Description**

Edwards County Golf Course is currently seeking a qualified candidate to fill the position of Golf Course Superintendent. This position will be responsible for day-to-day operations of the course.

**Job Summary**

ECGC is a beautiful nine hole golf course tucked away in the sand hills of western Kansas. We are looking for an individual who is self-motivated and can work independently. This is a unique opportunity to manage an entire course exclusively.

**Duties & Responsibilities**

These include, but are not limited to:

* Perform maintenance, repairs, and winterization of equipment & irrigation
* Responsible for application of fertilizer, pesticides, and all other chemical
* Perform cultural practices of all turf areas to ensure condition and proper growth of turf
* Ability to plan and execute projects large and small
* Report to EDGC Board with monthly updates
* Perform all other related duties as required

**Contact Information:**

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**Location:** Kinsley, KS

**Responsibility List**

1. Overall maintenance and appearance of the course is the responsibility of the Superintendent. The course should be maintained year round with heavier emphasis on the playing season (weather depending March-November). The course must be playable and ready so that members can utilize the course daily.
2. It is of the utmost importance that the Superintendent put in more hours during the growing season (weather depending March 1 through October 15th). We have members who are retired and/or do not work that play our course throughout the week in the mornings and on a regular basis. These are paying customers and should be able to play the course in as good as shape as if it was our biggest money making tournament. A typical day will need to start ideally by 7 am and end at 5 pm with an hour lunch. Weekends should be a quick morning and will depend on the tournament schedule.
3. The Superintendent maintain a current commercial pesticide applicators license.
4. Greens:
   1. All greens are to be smooth, uniformly turfed with healthy grass free of infirmities, firm but pliant enough to hold a well-struck shot.
   2. Damage from ball marks must be kept to a minimum through communications with members and the daily efforts of the Superintendent.
   3. The size, shape, and contour of each green shall be maintained in accordance with its original design.
   4. Periodic verticutting and top dressing will be performed to reduce thatch and grain accumulation once a month.
   5. Cup positions shall be changed each weekly.
   6. Cups, flags, and poles are to be uniform, clean, and maintained in good repair.
5. Maintenance of Greens:
   1. Mowing frequency Daily
   2. Mowing equipment (sharpened and properly adjusted) every other week
   3. Mowing patterns Edges must be straight and well defined.
   4. Ball marks repaired Daily
   5. Cups changed weekly.
   6. Cup cutting Clean, crisp edges with no bulging, set ¼ inch below ground level
   7. Aerification twice annually or as needed
   8. Fertilization Per Superintendent’s annual plan approved by board
   9. Pesticide application Per Superintendent’s annual plan approved by board
   10. Water control Per Superintendent’s annual plan approved by board
   11. Replace flags as needed
6. Tees:
   1. All tees are to be smooth, level (except as needed for proper drainage), uniformly turfed with healthy grass free of impurities. Surface shall be firm but not hard. Turf loss is unacceptable.
   2. Grass height shall be shorter than fairway height. Edges shall be neat and trim. The same conditions shall apply during all seasons. This will require over-seeding on an annual basis.
   3. Monthly verticutting and top dressing will be performed to reduce thatch and grain accumulation.
   4. Three sets of tee markers shall be maintained; from shortest to longest, respectively. The markers shall be moved weekly and all portions of each respective teeing areas shall be used on a rotating basis.
   5. Ball washers need set out in the spring and put away before the freeze season. They are to be checked for water at least every other day.
7. Tee Maintenance:
   1. Mowing frequency Every other day
   2. Mowing equipment (sharpened and properly adjusted) every other week
   3. Tee markers Changed weekly
   4. Divots/Elk Spots Repaired daily
   5. Add sand to sand boxes on par 3’s daily
   6. Edges Neat, trimmed, and maintained as needed
   7. Aerification twice annually
   8. Fertilization Per Superintendent’s annual plan approved by board
   9. Pesticide application Per Superintendent’s annual plan approved by board
   10. Tee approaches cleaned daily and kept free of weeds/trash
   11. Waste containers Emptied daily
   12. Hindering vegetation cut or removed from in front of tees as needed. Overhanging limbs pruned.
   13. Divot repair sand in trashcan checked/filled
   14. Water control Per Superintendent’s annual plan approved by board
8. Fairways
   1. All fairways are to have a uniform coverage of healthy, well-groomed turf. The surfaces are to be firm, but not too hard. Shots should have a reasonable amount of roll. Wet spots should be drained, especially around greens so that shots have the opportunity to roll onto the greens.
   2. Fairway edges are to be well defined and contoured in accordance with the design of the course. The turf is to be free of weeds, foreign grasses, and other infestations and impurities.
   3. The grass will be cut to playable conditions so that shots may be hit with reasonable ball control. The same condition shall apply during all seasons of the year. This will require that fairways be over-seeded during the winter months.
9. Fairway Maintenance:
   1. Mowing frequency two to three times a week depending on growth rate
   2. Mowing equipment (sharpened and properly adjusted) every other week
   3. Divot/Elk Spot repair Weekly
   4. Aerification twice annually
   5. Fertilization Per Superintendent’s annual plan approved by board
   6. Pesticide application Per Superintendent’s annual plan approved by board
   7. Water control Daily, but watch moisture level to avoid “boggy” spots
10. Miscellaneous Areas
    1. All aprons, tee banks, and bunker edges are to be smooth, uniformly turfed with healthy grass free of infirmities and firm. Turf loss is unacceptable.
    2. Aprons, tee banks, and bunker edges will be maintained at rough height depending on climatic conditions and the grass variety (natural fescue areas will only be cut periodically based on growth rate, playability, and aesthetics).
    3. Ensure that the area of cutting responsibility will be blended properly into the other manicured areas (tees, collars, approaches, fairways, intermediate rough, and rough) to maintain the playability and aesthetics of the course.
    4. Flower boxes and miscellaneous areas are weeded as needed and pleasantly presented.
11. Rough
    1. Turf conditions in roughs will generally be maintained at a higher level that most other clubs. The grass height should be higher than fairway height to maintain a good contrast. The height should be high enough to add some difficulty to shots, but should not penalize players.
    2. The same conditions should prevail during all seasons.
    3. Take care in operation around trees so as not to damage crowned areas in any manner and will also provide a crisp, clean edge around native grass areas.
    4. Vary mowing patters on a weekly basis as directed by the Superintendent. All cutting patterns must blend in properly with intermediate rough areas, greens aprons, tee banks, and bunker edges.
12. Rough Maintenance:
    1. Mowing frequency primary – weekly; secondary – as needed
    2. Mowing equipment (sharpened and properly adjusted) every other week
    3. Fertilization Per Superintendent’s annual plan approved by board
    4. Pesticide application Per Superintendent’s annual plan approved by board
13. Bunkers
    1. Maximum consistency should be maintained from bunker to bunker. All bunkers are to be kept smooth and even.
    2. All bunkers are to be deep raked. All bunkers shall be free of rocks and vegetation. The edges and slopes adjacent to bunkers shall be kept in an attractive manner and trimmed to the height of the roughs.
    3. As much as possible, irrigation water shall not be allowed to invade bunkers and create undue compaction. Drainage shall be provided in trouble spots.
    4. Sand rakes shall be provided. All rakes will be maintained in good condition and painted, repaired, or replaced when necessary. All rakes shall conveniently placed for use by members.
14. Bunker Maintenance:
    1. Bunkers will be spot raked twice a week.
    2. Prior to raking, any debris, grass, leaves, or weeds must be removed.
    3. Bunkers must be raked smoothly and carefully to maintain their firmness.
    4. Sand is to be pulled up on the banks of bunkers.
    5. Minimum sand depths are 2 inches on banks and 4 inches in level areas.
    6. Damaged rakes will be replaced.
    7. When mechanical rakes are used, care must be taken to ensure that the machine does not operate on the banks of the bunkers. Any piles or ridging left by the rake will be dispersed properly and evenly in the bunker.
    8. Sand replacement as needed
    9. Rock sifting as needed
15. Trees
    1. Trees provide the course with texture, beauty, shade, and, in some cases, tactical choices. The Superintendent must be continually aware of the condition and health of trees on the golf course, particularly large specimen trees and those that affect play. At the first sign of damage or insect infestation, he must be prepared to act to preserve the health and well-being of the trees.
    2. Trees that come into play on the course should be trimmed only to preserve their health and the safety of golfers. Heavy equipment should not be used around these trees to avoid root damage.
    3. Other trees should be trimmed and pruned at least annually or as needed.
16. Practice Range/Putting Area
    1. The practice putting, chipping, and bunker areas shall be maintained in accordance with the same standards applicable on the golf course to most closely replicate actual playing conditions.
    2. Maintenance:
       1. Mowing patterns will be determined based upon aesthetic considerations for the view from the clubhouse and to provide the best practice surface.
       2. Trash and debris will be removed as soon as noticed, but no less frequently than daily.
       3. The range will be mowed weekly depending upon conditions.
       4. The practice area that includes the putting/chipping green and practice bunker will be mowed two to three times a week depending on conditions. Divots will be repaired daily
       5. The practice bunker will be raked daily and edged weekly.
17. Nursery
    1. When time and resources allow, the Superintendent will plan and construct an appropriate nursery of turf grasses to allow repairs of damaged or diseased grasses with mature plugs of the same grass.
18. Irrigation System
    1. Program the digital controller with thought given to weather changes and adjust as needed.
    2. Inspect all sprinklers to ensure they are turning and spots aren’t missed.
    3. Repair/replace sprinkler heads when not working.
    4. Repair broken system lines.
    5. Reposition sprinkler heads around greens as needed.
    6. Move sprinklers and hoses around to areas affected by wind direction change.
    7. Drain all pipes above ground during expected freezing weather, and drain the entire system in the off season.
19. Machinery Maintenance
    1. Perform general maintenance per operational guidelines (oil, air filters, grease, general cleaning, etc.)
    2. Order replacement parts and make repairs when broke down if possible
    3. Make arrangements for repairs if unable to repair.
20. Golf Cart Fleet
    1. Maintenance annually of entire fleet.
    2. Check carts daily (tires, oil, gas, etc.)
    3. Get carts out in the morning daily and put away nightly
    4. Make repairs/arrange for repairs as needed.
21. Club House
    1. Should be open to the members in the morning daily and locked up nightly.
    2. Cleaned weekly or as needed. Should be pleasant to the member’s eye.
22. Special Measures
    1. The Superintendent is responsible for employing special measures as necessary to protect and preserve the health of the golf course and to meet any special circumstances that may arise. Flushing of fairways, application of special chemicals, extra aerification, and other special care procedures will fall into this category. The long term health and integrity of the course shall override any short-term considerations. The need for special projects need to have an open dialog between the Superintendent and the board. Forecasting problems that might arise and addressing them before they become big problems that put a burden on the Superintendent’s time and the course’s budget.