



JOB TITLE

Golf Superintendent

DEPARTMENT

Baldwin County Golf Course

JOB SUMMARY

This position is responsible for managing the overall operations and maintenance of the golf course, including supervision of grounds, greens, facilities, personnel, budgeting, and golf-related activities to ensure high-quality course conditions and efficient operations.

MAJOR DUTIES

- Directs and oversees all golf course operations and maintenance activities.
- Supervises all grounds and greens maintenance, including landscaping, irrigation, and chemical applications.
- Manages the finances and revenues of the golf course and assists in preparing the annual budget.
- Develops work schedules and assigns duties to staff.
- Hires, trains, supervises, evaluates, and disciplines personnel.
- Directs maintenance of the golf course and related facilities.
- Maintains and repairs irrigation systems; installs new lines to improve performance.
- Determines and purchases necessary chemicals, supplies, equipment, and merchandise.
- Applies and monitors herbicides, fungicides, insecticides, and fertilizers.
- Practices proper agronomic cultivation techniques.
- Plans, promotes, and supervises golf tournaments, outings, and clinics.
- Supervises the Golf Course Pro Shop and related customer service functions.
- Ensures balancing of daily cash receipts and ensures timely bank deposits.
- Provides promotional materials to media to support membership and events. Coordinates capital improvements and equipment needs for the golf course.
- Prepares progress and operational reports.
- Attends professional meetings, conferences, and seminars.
- Performs related duties as assigned.
- Able to recruit/hire Golf Shop Manager

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of golf course administration and operations.
- Knowledge of agronomic and horticultural practices.
- Knowledge of chemical pesticides and proper usage and handling.
- Knowledge of budgeting, accounting, and financial management.
- Knowledge of golf course rules and regulations.
- Knowledge of federal, state, and local laws regarding chemical use and safety.
- Skill in operating turf maintenance equipment.
- Skill in planning, organization, and supervision.
- Skill in interpersonal relations.
- Skill in mathematical calculations.
- Skill in operating computers and related software.

- Skill in oral and written communication.

SUPERVISORY CONTROLS

- Work is performed under the general direction of the County Manager or designee. Work is reviewed through reports, conferences, inspections, and observation of golf course conditions and operations.

GUIDELINES

- Guidelines include county and departmental policies and procedures, golf course rules, and state and federal pesticide laws. Judgment and interpretation are required in application.

COMPLEXITY/SCOPE OF WORK

- Work involves varied managerial, technical, financial, and supervisory responsibilities. Weather conditions, turf conditions, and budget constraints contribute to the complexity of the work.

CONTACTS

- Contacts include co-workers, vendors, professional associations, golfers, community groups, and the general public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Work is performed while sitting, standing, walking, bending, crouching, or stooping. Work occurs both in an office and outdoors and may involve exposure to inclement weather, noise, dust, chemicals, and moving machinery.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Provides direct supervision over assigned golf course staff.

MINIMUM QUALIFICATIONS

- Specialized training in turf management, agronomy, horticulture, recreation management, or related field.
- Several years of related golf course experience.
- Valid Georgia driver's license.
- Commercial pesticide applicator license or ability to obtain.

AN EQUAL OPPORTUNITY EMPLOYER

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

How to Apply:

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to tdixon@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER