



THE RURAL MUNICIPALITY OF VICTORIA BEACH

2035 PORTAGE AVENUE, WINNIPEG, MB R3J 0K6

PHONE- (204) 774-4263 FAX- (204) 774-9834

Website – www.victoriabeach.ca Email – info@victoriabeach.ca

POSITION TITLE: GOLF COURSE SUPERINTENDANT

REPORTS TO: CAO AND/OR COUNCIL

Please submit your resume by 15 January 2024 via email, mail, or fax.

Position will be kept open until a suitable applicant is hired.

POSITION SUMMARY

The primary purpose of this position is to oversee, assist with, and perform routine golf course maintenance duties, clubhouse operations, and equipment maintenance as the superintendent. This position requires the completion of and possession of Pesticide Applicator License for Integrated Pest Management Landscape/ Golf Course. Completion of a recognized course for golf course superintendents and working knowledge and experience in the management of a golf course. The superintendent shall also be responsible for the operation of the “Pro-Shop” and clubhouse and assist with the performance of various duties to ensure efficient operation of the golf course.

PRIMARY ACCOUNTABILITIES

1. The day-to-day operation of the Golf Course:
 - a) Oversee, assist with, and perform routine golf course maintenance duties, clubhouse operations, equipment maintenance, etc.
 - b) Ensure that the golf course is operated in a professional and business-like manner.
 - c) Assist with the recruitment of employees and recommend their hiring to Council.
 - d) Oversee all golf course employees, schedule shifts, maintain employee timesheets, submit monthly reports, and liaise with CAO as needed.
 - e) Oversee and assist in keeping tools and equipment repaired and clean.
 - f) Address golfer and employee complaints in a timely and respectful manner.
 - g) Assist the CAO and Council with the preparation of an annual operating and capital budget.
 - h) Oversee and monitor the expenditures incurred to operate the golf course within the approved annual budget.



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- i) Ensure that all monies collected on behalf of the Municipality (green fees, memberships, equipment rentals and storage) are remitted to the CAO in a timely fashion and as directed by the CAO.
- j) Ensure that the CAO is aware of any issues that may affect current and/or future operating or capital budgets.

GENERAL ACCOUNTABILITIES

1. Maintain good working relationships:

- a) Develop and implement procedures to assure that the grounds and buildings are clean, orderly, and attractive always.
- b) Develop and maintain a good working rapport with council and the Chief Administrative Officer (C.A.O.) to ensure that the general golf course maintenance activities are planned and performed with minimum disruption to golfers.
- c) Meet with Council on an “as-needed” basis to solicit advice or make recommendations concerning the operation of the Course and assist in identifying and correcting problem areas and/or the improvement of services.

2. Assist the Municipality to function within an allocated budget:

- a) Recommend to the Golf Course Chairperson and to the C.A.O. the equipment and supply needs of the golf course.
- b) Purchase materials and supplies with consideration to quality and cost effectiveness within the limits of the approved budget and only after the approval of the Golf Course Chairperson and the C.A.O.
- c) Assist in keeping hazardous materials to a minimum, and in maintaining a safe work environment for employees.

3. Assist in maintaining a Quality Improvement Program for environmental services:

- a) Oversee and/or assist with the establishment and maintenance of a preventative maintenance program.
- b) Oversee and/or assist with the maintenance of pertinent records relating, but not limited to, vehicles, equipment, tools, inventories, etc...



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4. Contribute to own personal development:
 - a) Participate in programs designed for in-service education, on-the-job training, orientation classes or meetings as determined by Council.
 - b) Comply with all Workplace, Safety and Health regulations.

5. Perform other duties as required.

* The above listed position duties and responsibilities reflect the core functions of the position. Related duties and responsibilities may be assigned, as deemed necessary by Council and/or the Golf Course Chairperson.

TECHNICAL COMPETENCIES

1. Completion of and possession of Pesticide Applicator License for Integrated Pest Management Landscape/ Golf Course.
2. Completion of a recognized course for golf course superintendents and/or working knowledge / experience in the management of a golf course.
3. Possess good communication skills necessary to relate to council, municipal employees, public and outside agencies.
4. Ability to function with minimum supervision and possess excellent motivational skills.
5. Possess verbal and comprehensive skills necessary to understand, analyze, and interpret documents relating to the operation and management of the golf course.
6. Minimum academic standing of Grade twelve or equivalent.
7. Hold a valid class 5 or higher Manitoba driver’s license.
8. Certification in Business Administration and/or equivalent an asset.

BEHAVIOURAL COMPETENCIES

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| ✓ <u>Integrity & Trust</u> | Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values. |
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- ✓ Interpersonal Skills Relates well to all kinds of people inside and outside the organization; uses diplomacy and tact to diffuse tense situations.

- ✓ Action Oriented Can be counted on to get things done; energetic, with a bias for action; makes good decisions in a timely manner.

- ✓ Composure Cool under pressure; can handle stress; is a settling influence in a crisis.

- ✓ Planning & organizing Can marshal resources to get things done; uses resources effectively and efficiently.

- ✓ Communications Able to speak and write clearly; able to get the desired message across to a variety of audiences. Basic knowledge of written report requirements to council.

- ✓ Problem Solving Uses rigorous logic and methods to investigate and solve problems; excellent at analysis; looks beyond the obvious; able to develop practical and innovative solutions.

- ✓ Managing Diversity Deals effectively with all races, cultures, nationalities, disabilities, and genders equitably. Supports equal and fair treatment/opportunity for all people.