

Zionsville Parks and Recreation Department

is conducting a search for Part-Time Staff for their 60- acre, 9-Hole Golf Facility.

Primarily, there are two key positions that have opened up due to voluntary retirement. In addition, there are also potential openings in the more typical, seasonal course maintenance staff and pro-shop staff that is employed for either the summer, or perhaps through the course's season of mid-March to end of November.

One of the prime positions is for the Golf Course Manager, primarily working as the overall course manager and particularly covering the pro shop, leagues and outings and fully managing such related staff (see additional information below). The second prime position is that of the Golf Course Greens Superintendent, primarily working as a greenkeeper, course caretaker, and fully managing that related staff (more information see below)

Both of these main positions are essentially year-round part-time. Each has fewer scheduled hours in the winter than that position would need during the course's typical season, especially during the busy summer hours from about May through August). Both positions need flexibility as they can require evening and weekend work depending on scheduled outings, weather issues, etc. For example sometimes the course is closed all day because of cold or rain. Effectively both positions can work no more than 1500 hours in a year and we try and keep them to a **yearly average** of 3 days/week. Again; often more during summer weeks, less in the winter. By Town Ordinance, all part time wages are capped at \$12/hr. While certainly not required, for the past eight years these two prime positions have been ably filled by the same two retired personal, whose schedule allowed more flexibility. Previous related experience highly preferable! And of course, love of the game is also a big help! Please visit <http://www.zionsville-in.gov/Jobs.aspx> to apply. Any questions can be emailed to Zparks@zionsvile-in.gov.

Zionsville Parks and Recreation Department
Golf Course Greens Superintendent
(GCGS)

Job Overview:

Responsible for operation of the golf course operation and maintenance. The responsibilities include: turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, maintenance of irrigation systems, appropriate scheduling various chemical applications, related recordings, and compliance of regulatory issues.

Basic Functions:

- Responsible for all phases of Golf Maintenance and Agronomic operations, cost control, and personnel.
- Works closely with, advises, and coordinates with the Golf Course Manager (GCM) on any issues related to golf course maintenance, including maintenance for cart and other equipment.
- Directs and participates in the construction and maintenance of the grounds.
- Administers and enforces all Club rules, regulations and policies for staff.
- Works closely with the GCM, the Park Department Superintendent and staff to operate the Golf Course in a fiscally responsible and professional manner.
- Must be able to work independently and be a self-starting problem solver.

Primary Duties:

- Oversees the care and maintenance of the turf, ornamental plants, shrubs, trees and wetlands on the grounds.
- Directs and assists the staff and/or specialized contractors (where appropriate and fiscally prudent), on the planting of new vegetation, the replacement, spraying, pruning and trimming of trees and shrubs, the preparation of soil plant beds for aesthetically pleasing arrangements and tending to high stress areas.
- Manages and maintains the watering schedule and the equipment and system to provide same. Inspects grounds multiple times per week and perhaps even day to determine watering needs
- Recruits, supervises and retains maintenance staff. Conducts employee performance evaluations and exercises disciplinary action for positions with the GCGS's purview.
- Oversees subordinates in proper and safe operation and maintenance of mechanical and power equipment. Advises on additional or replacement capital equipment in coordination with Park Dept. staff and Board approval.
- Supervises and/or participates in the application and recording of chemical applications (fertilizers and pesticides) on the Club's grounds in compliance with all local, state, and federal regulations.
- Supervises and controls all maintenance expenses associated with Golf Course Operations, including payroll timekeeping, supplies, chemicals, and fertilizers.
- Advise Park Department on annual operating budget and plans for maintenance and capital improvement projects.
- Maintains records and completes required reporting. Order parts, supplies and equipment as needed.
- Schedules maintenance practices around member play and outings to maximize efficiency and minimize disruption to members.
- Coordinates winter maintenance when necessary. Primarily this is getting equipment ready for season opening.

Knowledge & Skills Required:

- Knowledge of management and maintenance of greens, fairways and roughs.
- Knowledge of use and operating standards of equipment and tools used in course construction and maintenance.
- Skill in recruiting, supervising, training, monitoring, evaluating and motivating personnel.
- Interpersonal skill to resolve conflict and work with supervisors, officials, employees, players and public.
- Knowledge of safe use, mixing and application of chemicals and commercial products.
- Knowledge of the game of golf, golf rules and methods of play.
- Anticipate personnel, equipment, and material requirements related to course maintenance repair assignments.
- Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.