

Location: Banning, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Full Time Golf Course Superintendent** to join our growing team. Supports the general manager in supervising and overseeing the day-to-day operation and maintenance of the Sun Lakes golf courses and associated facilities. Responsible for preparation of golf course related services and equipment bidding specifications, initial negotiation of contract/purchase terms and conditions, final contract/purchase document preparation and administration. Reports directly to the General Manager with significant contact with the HOA's Golf Advisory Committee and committee members, homeowners, supervisory staff, vendors, independent contractors and city officials.

Essential Duties and Responsibilities:

- Manages and directs the golf course maintenance staff.
- Assists the general manager and golf professional staff in responding to golf course maintenance requests and homeowner concerns and problems.
- Oversees and takes appropriate action to ensure that the Sun Lakes golf course facilities and associated facilities are maintained in accordance with acceptable maintenance standards and within established operating and reserve budget guidelines.
- Oversees all aspects of the Association's golf course and associated facilities maintenance operation.
- Assists the general manager in preparing annual golf course maintenance operations and reserve budgets and performs monthly monitoring of expenditures.
- Reviews vendor invoices for accuracy of billing and approves same for final review by the General Manager.
- Supervises all aspects of the golf course maintenance equipment mechanic staffs' performance including: hiring, training, performance evaluation, disciplinary action and/or termination when warranted.
- Performs safety training for new employees, holds tailgate safety meetings for continuing training, investigates injuries or near misses involving subordinates and reports results to General Manager and corporate Human Resources Director for possible action.
- Takes appropriate action to ensure that unsafe practices or conditions are corrected.
- Responsible for the daily Golf Course Maintenance operations of two golf courses; one 18 Hole Championship Course and one 18 Hole Executive Course (189 acres of turf under care).

Qualifications:

- GCSAA Certified with a 4 year college degree in Agronomy or Turf Management or a combination of relevant education and experience. (2 years formal education, 5 years progressive management experience in private or public golf course maintenance.
- Five years experience involving regulation 18-hole golf course maintenance operations.
- Proficiency and experience in Southern California Turf Management practices.
- Advanced knowledge of agronomy and turf grass management practices.
- Working knowledge of golf facility construction principles, practices and method.
- Thorough understanding of the rules and strategies of the game of golf.
- Supervision and development of 22 employees (staff size minimum of 20 individuals) and managing outside contractors/vendors.
- Ability to apply the principle and practices of a medium scale organization (minimum 20 subordinates and operating budget of \$1,000,000).
- Experience managing a large expense budget (\$2.3M), as well as developing both capital expenditure plans and annual operating budgets.
- Knowledge and ability to perform, and train others to perform, various golf course maintenance functions utilizing accepted and safe practices.

- Ability to oversee and supervise the operation, maintenance and repair of golf course irrigation systems.
- Ability to use modern office equipment and Microsoft Office(Word, Excel, PowerPoint and Outlook)
- Establish and maintain effective working relationships with employees, colleagues, residents, contractors, city officials, Members, committees and with the Homeowner Association Board of Directors
- Ensures thorough follow-up, meet deadlines, and operate within budget.
- Must be able to read architectural plans and construction drawings.
- Communicate effectively with others in English both verbally and in writing. Spanish (Highly Desired)
- Prepare reports using MS. Office Products and deliver Public presentations.
- Must have Strong Public Speaking Ability
- Current California driver's license and proof of valid automobile insurance. Current Qualified Applicator's Certificate from the California Department of Pesticide Regulation in Riverside County, Ca.
- Requires 24 hour emergency and weekend on-call status.

We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave.

Principals only, no third party vendors

Professional Community Management is an Equal Opportunity Employer