



Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, a *Golfweek Magazine's Top 15 Best Courses to Play in Illinois* golf course, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

The Mt. Prospect Park District is searching for a full-time Assistant Golf Course Superintendent. Reporting to the Golf Course Superintendent, the Assistant Golf Course Superintendent is responsible for assisting with the planning and executing the maintenance program of the Mt. Prospect Golf Course. The target annualized salary range for the Assistant Golf Course Superintendent is \$50,000 to \$60,000, depending on qualifications. Plus, we offer a generous benefits package including Medical, Dental, Vision Service Plan (VSP), Short-Term Disability, Long-Term Disability (IMRF), Life Insurance, Pension (IMRF), 457b Saving Plan, Paid Time Off, and Mt. Prospect Park District Facility Discounts and Usage Benefits.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:
<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Golf+Course>

Or, you can visit us at www.mppd.org – click on *Job Opportunities* at the top right of the page and then look under *Vacancies* for the *Golf Course/Assistant Golf Course Superintendent* job posting.

DUTIES:

Assist with the preparation and execution of a maintenance program for an eighteen-hole golf course.

Assist with the management of the day-to-day maintenance of the Mt. Prospect Park District Golf Course.

Assist the Golf Course Superintendent with the management of the golf course maintenance staff.

Communicate all Golf Course Maintenance related matters of importance to the Golf Course Superintendent in a timely manner.

Prepare the golf course for play.

Maintain proper records of the application of fertilizers and plant protectants.

Operate and maintain the golf course irrigation system.

Operate and maintain golf course machinery.

Be familiar with, abide by and monitor staff adherence to Park District policies and procedures. Assist with supervising implementation of safety standards. Enforce and promote safety regulations and procedures.

Undertake special projects as required. Prepare written reports as required.

Administer expenditures of budgetary funds as approved by the Board of Commissioners.

Be proficient with and adhere to Park District purchasing policies.

Maintain sufficient occupational educational development.

Participate in Public Relations initiatives as requested.

Serve on and direct internal committees as requested.

In-season weekend work is expected. Occasionally working at night and during special events may be necessary.

All other duties as required by the Golf Course Superintendent, Director of Golf Operations or the Executive Director. However, in an emergency, perform all other duties as required.

QUALIFICATIONS:

Must have at least 3 years golf course maintenance experience.

Must possess a High School diploma or trade school, vocational training or GED certificate. Must possess an Associate's Degree or sufficient formal education in academic fields related to golf course management.

Must have golf greens, tees and fairways construction and maintenance experience.

Experience with the maintenance and repair of irrigation systems, pumps is a plus.

Must have prior design, installation and maintenance of a variety of plant material.

Must possess a valid driver's license. Must possess or obtain a valid Illinois Class B driver's license, if requested.

Must possess or have the ability to obtain a valid Illinois Pesticide applicators license for turf and ornamentals.

Must understand the characteristics and use of pesticides and fertilizers.

Must have previous experience with the operation and maintenance of golf course machinery and equipment.

Must be able to use and maintain all tools of the trade skillfully and safely.

Must be proficient in Google Workspace, internet and website portals. Must be able to produce reports when assigned.

Must be able to communicate effectively with others to allow for the coordination of work and in emergency situations, if needed.

Bilingual communication is a plus.

Must be able to maintain self-control and composure in difficult situations. Must be able to proactively troubleshoot, problem solve and make sound judgments.

Must be able to work without supervision.

Must be able to work harmoniously with Park District staff and patrons and represent the Park District in the most favorable way.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS AND REQUIREMENTS:

Must be able to stand and/or walk for long periods of time. Must be physically able to frequently ascend/descend more than a 25% grade. Must be able to lift 50 pounds. Additionally, must be able to push/pull, reach, occasionally balance, bend at waist (touch the floor with fingertips), climb, crawl, crouch, kneel for long periods of time, sit, stoop and constantly handle objects.

The Assistant Golf Course Superintendent will work primarily outdoors. May be exposed to outdoor conditions including water, sun, high humidity, and excessive heat and cold.

Due to the needs of the Park District, evening, weekend, and holiday hours may be required. Your work schedule may vary and your workweek may exceed 40 hours at times.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion, or modification of essential job duties.

The Mt. Prospect Park District is an equal opportunity employer.