



503-537-2909

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125 South Elliott Road
Newberg, OR 97132

cprdnewberg.org

Job Announcement: Golf Maintenance Coordinator

Date of Publication: May 16, 2024

Open: Immediately until filled

Hours: Full-time and permanent

Wage: \$58,400-71,000 DOE

Questions? Contact Supervisor Casey Creighton: (503) 519-6154, ccreighton@cprdnewberg.org

Position Description

The Golf Course Coordinator is entrusted with the maintenance, operations and management of the golf course. This position is responsible to manage the maintenance inputs to the golf course while conserving and protecting natural resources and directly influence the playing areas and landscapes with which golfers interact.

The Golf Course Coordinator leads the maintenance and repair of the golf course and maintenance equipment; rendering professional advice, opinions, assistance to the managing body as required; participating in all long-range planning meetings. This position assumes responsibility for managing and maintaining the golf course property.

Primary Duties

Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors. Prepares the annual budgets for the maintenance and capital improvement of course properties. Formulates the annual maintenance and capital budgets so as to implement policies established in accordance with the long-range plan and defined maintenance standards. Recruits, Interviews, hires, trains and supervises a staff of employees for the purpose of maintaining the properties. Plans all maintenance and project work, applying his or her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals. Oversees the scheduling and routing of personnel and equipment to accomplish the work.

The golf course superintendent coordinates operations with the Golf Clubhouse Coordinator. The Golf Course Coordinator also communicates and coordinates with all relevant membership groups and committees.



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Desirable Qualifications

Knowledge of agronomy and turfgrass management practices; a working knowledge of golf facility construction principles, practices and methods; and a thorough understanding of the rules and strategies of the game of golf. Problem-solving and decision-making abilities. Proficiency in computer use, knowledge of Microsoft Office and other applications. Oral and written communications skills. Knowledge of current federal, state and local laws and regulations affecting the management of golf course operations (including, but not limited to, employment, safety and environmental standards, laws and regulations). Participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and tradeshow. Will require current Oregon State pesticide applicators license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb; or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

How to Apply:

Download CPRD application from cprdnewberg.org. Submit completed CPRD application and resume. Email to attention of Casey Creighton ccreighton@cprdnewberg.org, or drop off in person or mail to CPRD Administration Office at 125 S. Elliott Rd., Newberg, Oregon 97132.

Note: Chehalem Park and Recreation is an equal opportunity employer. CPRD is committed to maintaining a drug-free workplace and strictly complies with the Drug Free Workplace Act of 1988