

DIRECTOR OF GOLF COURSE MAINTENANCE

EXEMPT:	Yes	DEPARTMENT:	BMGC
REPORTS TO:	Executive District Manager	PAY RANGE:	\$65,000 - \$90,000

General Purpose:

The Director of Golf Course Maintenance is responsible for the planning, implementation, and day-to-day operations of all activities related to the care and maintenance of the golf course, grounds, clubhouse, irrigation system and all related equipment. This position is responsible for planning and implementing the department budget, as well as recruiting, hiring, training and supervising the golf course staff. The position oversees the application of agronomic, landscaping, and horticultural principles to assure that quality standards are consistently achieved or exceeded. This position is also responsible for maintaining a safe, productive work environment and ensuring that the golf course continually improves, which includes capital improvements.

Supervision Received

The Director of Golf Course Maintenance works under the supervision of the Executive District Manager.

Employee Accountable to:

- Demonstrate a high level of customer service; encourage others to focus on the customer; foster an environment where customer service is a priority
- Act as an ambassador by understanding and fostering the organization's mission and vision.
- Demonstrate integrity and builds trust through credibility, reliability, commitment, loyalty, and ethical behavior
- Work to continuously improve the efficiency and effectiveness of the service or product being delivered.
- Exhibit pride in self, the department, the city, and the community; conduct self in a professional manner at all times.

Examples of Essential Duties and Responsibilities

- Ensure proper maintenance of the golf course in proper playing condition aligned with District and industry standards.
- Oversee the upkeep of greens, fairways, tees, sand traps, water features, irrigation systems, equipment, and grounds.
- Supervise construction projects and the planting/care of turf, plants, shrubs, and trees.
- Recruit, train, manage, and develop staff while fostering a safe, positive, and high-performance work environment.
- Address safety concerns promptly and ensure safety procedures are followed by employees.
- Ensure compliance with local, state, and federal guidelines for fertilizer, chemical use, and pest control.

- Maintain environmentally sensitive practices in course maintenance.
- Anticipate and resolve operational challenges.
- Stay informed on laws, regulations, and trends affecting operations.
- Identify and implement approved capital improvements.
- Maintain cart paths, parking lots, and course security.
- Lead special projects and protect the district from potential risks.
- Seek opportunities to increase revenue and reduce expenditures, building reserves for future needs such as upgrades and equipment replacement.
- Communicate and coordinate with golf shop staff on daily opening of golf course and any maintenance procedures that might affect play that day.
- Communicate and coordinate with Equipment Managers on equipment needs, scheduling and items needing repairs

Additional Administrative Requirements

- Plan and implement staffing schedules to meet quality standards.
- Monitor vendor/service contracts and ensure high-quality execution.
- Develop and enforce policies and procedures to enhance operational efficiency.
- Provide high-quality service while seeking to increase revenue and reduce costs.
- Develop and implement annual maintenance plans and budgets.
- Track labor, maintenance, and operational expenses; ensure adherence to budgets.
- Prepare and submit financial reports and budgets for Board review.
- Establish maintenance programs for equipment and vehicles.
- Oversee purchasing, inventory management, and supplier relationships.
- Attend Board meetings; provide updates and respond to questions on operations and budgets.
- Submit reports and support District Manager initiatives.
- Maintain accurate records and facilitate compliance with CORA requests.
- Create job descriptions, performance plans, and conduct annual appraisals for employees.
- Promote professional growth through training, continuing education, and certifications.
- Approve all accounts payable weekly, ensuring invoice amounts match contracts, work has been satisfactorily completed, and no payments are made prematurely. Contact vendors for issue resolution before payment.
- Maintain detailed, organized records in compliance with Colorado Records Retention standards, and ensure documents are readily available for audits.
- Prepare and submit the annual budget based on prior expenses, due by September 15th, and present budget variances at Board meetings.
- Verify compliance with contracts and monitor financial processes to ensure transparency and accuracy.

Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be an active member of GCSAA. (BMGC will fund this)

- Knowledge of all phases of golf course management and construction projects.
- Strong skills in budget management and forecasting costs and revenue.
- Excellent communication skills.
- Strong observational skills and detail oriented.
- Highly organized.
- Ability to work independently.
- Ability to operate trucks and motorized equipment necessary for golf course maintenance.

Education & Experience

- Experience managing a golf course required.
- College or university program certificate or degree preferred.
- Three to six (3-6) years of turf grass, golf course related experience and training, or equivalent combination of years and experience required.
- Experience in employee, facility, and operations management required.
- Experience in specific park and recreation, golf course, business, Special Districts/government, and hospitality services preferred.

License & Certifications

- Must possess a valid Colorado Driver's License and satisfactory driving record.
- State of Colorado Qualified Supervisor Pesticide Applicators License or equivalent is preferred.

Benefits:

BMGC offers a comprehensive benefit package including medical, dental and vision plans, 401(a) Mandatory Retirement Plan, 457(b) Voluntary Retirement Plan, life insurance, vacation, and earned paid time off. Golf privileges and other employee discounts.

Pre-Employment Requirements

- Background Check including criminal and driver license record.
- Drug screen.

Application Details

Send Resume to Doug Choate: dchoate@pbmprd.org

Company Information

Company Name	Battlement Mesa Golf Club
Address	3930 N. Battlement Parkway Parachute, CO 81635
Contact Person	Doug Choate
Phone	970-285-7274

Website <https://battlementmesagolf.com>

Battlement Mesa Golf Club – Course Overview, History, and Recent Capital Projects

Battlement Mesa Golf Club is an 18-hole public championship golf facility in Battlement Mesa (Parachute), Colorado, known for dramatic elevation changes and expansive views of the surrounding high-desert plateau and the Colorado River corridor. The course opened in 1987 and has earned regional and national recognition as a memorable “you can play” destination for traveling golfers and local players alike.

Architect / Design: The original course design is credited to Joe Finger, Ken Dye, and Baxter Spann (Finger/Dye/Spann). The layout is frequently described as having a contrasting character between nines—more valley/parkland traits on the front and a more open, mesa-style feel on the back—creating variety in agronomic conditions and maintenance demands across the property.

Recent Capital projects:

- 2021: Completed the irrigation system replacement across all 18 holes, intended to improve efficiency and reduce electrical and water use; replaced select golf maintenance equipment; continued cart-path replacement; painted exterior of the clubhouse and maintenance building.
- 2022: New clubhouse landscaping; created new grass area to the right of No. 17; remodeled the pro shop and office areas.
- 2023: New cart paths serving No. 10 tee, No. 18 green, all of No. 8, and No. 9 tees; initiated planning for a golf course restaurant remodel.
- 2024: Completed remodeling of Callahan’s Restaurant at the golf course; added cart paths from No. 2 green up to No. 4 tee; installed a pond aeration system at the No. 8 pond.
- 2026: Patio renovation project and Event Center will be complete 6/15/26.