

## **GROUNDS & MAINTENANCE SUPERINTENDENT**

**Wellington Greens** is currently looking for a **Grounds & Maintenance Superintendent**. This position will involve care and maintenance of the common areas of this 277-unit townhome community as well as maintaining a nine-hole, par three, golf course including turf, trees & shrubs. Position will also involve snow removal from sidewalks and driveways in the winter, leaf control in the fall and spring, as and upkeep and maintenance of equipment. Position will supervise two full time as well as several part-time & temporary employees.

### **DUTIES & RESPONSIBILITIES**

Responsible for the care and maintenance of the common areas including mowing, seeding/reseeding, fertilizing, herbicide/pesticide application and upkeep.

Maintenance of nine-hole, par three, golf course including mowing, watering, seeding/reseeding, fertilizing, herbicide/pesticide application and upkeep.

Responsible for all trees & shrubs on the common's areas and golf course, including trimming, removal of diseased & dead trees & shrubs as well as planting new trees & shrubs as needed.

Responsible for snow removal of courts, driveways and sidewalks in the winter.

Oversee maintenance, repair and upkeep of all equipment including mowers, tractors, trimmers, blowers, and association vehicles. Obtain bids on repairs that must be performed elsewhere.

Maintenance, repair and upkeep of association clubhouse and maintenance building. Obtain bids on repairs that must be performed by outside contractors.

Handle emergency repairs such as water main & sewer line issues. This could require bringing in outside contractors when needed.

Assure that common area sewer lines are maintained on a preventative basis on a 5-year rotating cycle.

Communicate with resident's answering questions and addressing concerns. Participate in development of the Association budget annually

Manage department budget and report to board on a regular basis.

Maintain all necessary records including department activities, finances, employee records and all documentation required for insurance and legal purposes.

Supervise two full-time as well as several part-time & temporary employees. This would include, but not be limited to

- Scheduling work and assigning of duties,

- Supervising work projects and seeing that all work is performed satisfactorily and on schedule.

- Perform annual employee reviews.

- Hiring new employees, discipline of existing employees and dismissal when required.

- Training of new & existing employees.

Perform other non-routine assignments as directed by the Association Board

Superintendent or a designated employee(s) must be on-call 24 hours a day, 7 days a week, 365 days a year.

Position reports to a six-member, volunteer board.

## **NECESSARY REQUIREMENTS**

Working knowledge of horticulture, including turf, trees and shrubs.

Working knowledge of mechanics and ability to maintain and repair equipment.

Specialized knowledge of golf course management is essential, including cultural practices and knowledge of the game.

General construction knowledge.

Working knowledge of city water and sanitary systems that underlie the common area is very important

Position requires human relations skills in order to deal daily with employees, the resident-owners, and the board of directors.

Leadership and organizational skills are a must.

Experience supervising employees.

Successful candidate will be a self-starter, creative, and able to take initiative. Planning ahead (proactive) is very important but should also be able to effectively react to the unexpected.

## **THE FOLLOWING ARE NOT NECESSARY BUT WOULD BE A PLUS**

Any certifications and/or licenses in related areas such as turf management, arborist, chemical applications, master gardener, etc. would be very beneficial.

Any additional training in areas such leadership development, employee engagement, project management, etc. would be helpful.

Computer skills would be a plus including knowledge of Excel, Google Docs, Word processing etc.

Candidates with a commitment to their own personal development would be a big plus.

## **THE ASSOCIATION**

**Wellington Greens** is a 277-unit townhome community with a nine-hole, par-three, golf course and large common areas, (both grass & trees as well as concrete courts, driveways & sidewalks), located in East Lincoln Nebraska. Most units are owner occupied with some rental units. In addition to resident access to the golf course we also have over 100 nonresident golf members who use the course on a regular basis.

## **SALARY & BENEFITS**

Starting salary: 50K to 80K. Depending on experience

There will be a ninety-day probation period which will include OTJ training with the incumbent. Health & retirement benefits provided.

## **IF INTERESTED PLEASE VISIT**

**[wellingtongreens.net/superintendent position](http://wellingtongreens.net/superintendent_position)**

**POSITION CLOSES  
November 25, 2021**



