

## CANDIDATE PROFILE

Director - Golf Course  
Maintenance Operations  
Travis Club  
Austin, TX

[travisclubaustin.com](http://travisclubaustin.com)



## Organizational Overview

---

Travis Club is a 1,500-acre private, family-centric, golf and lake community amidst rolling hills and stately oaks on Lake Travis. Featuring an 18-hole golf course designed by Beau Welling, 10,000+ feet of lake frontage, an extensive Club campus, 30+ miles of private hiking and biking trails, and sports courts, the community offers an abundance of programming bringing together the joy of family and the thrill of new adventures. Fueled by passion, the team behind Travis Club is determined to bring the vision to life. Our singular goal is to create a club that is the fabric of our community with exceptional facilities, fine dining, and always exciting family sports and social programs. We invite you to be part of it all — right from the start.

## Job Summary

---

The Director of Golf Course Maintenance Operations of the Travis Club is responsible for directing and administering all related functions concerning agronomic practices, course maintenance and conditioning, and overall management of operations relating to the course, common grounds, and building landscape areas for all Travis Club amenities. Ensure that the Travis Club Golf Course Maintenance Operations meet all operational and business plan strategies and goals for the day, week, month, and year.

The Director must represent Travis Club in the utmost professional manner and through their operations and actions reflect positively on the Club and community.

## Responsibilities

---

### Construction and Development

The Director of Golf Course Maintenance Operations will work directly with the Vice President of Development during the construction and development of the golf course and facilities by:

- Daily oversight and management of the golf contractor and subs, including accuracy of material quantities and billing.
- Management of the construction budget, timeline, and schedule of values.

- Develop and oversee all construction methodologies for contractors to follow.
- Oversee the design, layout, and installation of all infrastructure with specific focus on drainage and irrigation.
- Work closely with architects to ensure the design compliments long term functional maintenance strategies.
- Work closely with irrigation designer and contractor to ensure proper irrigation coverage and efficiency through proper placement of heads and quick couplers.
- Oversee construction timelines and strategies for grassing plans to ensure efficiencies and success for overall project timeline.
- Assist with turf variety and materials selection decisions including but not limited to; greens grassing selection, capping materials, bunker liner, bunker sand, and greens mix materials. Also responsible for quality control of all materials and installation.
- Manage the pre-opening and grow-in budget and schedule.
- Assist with the design, site layout and construction of the golf maintenance compound infrastructure.
- Selection, delivery, and maintenance of the grow-in turf equipment fleet, along with the permanent operational fleet.
- Hire, train, develop and motivate high quality, professional staff for maturation and grow-in operations which eventually will transition into the daily operations team.

## **Daily Operations**

Work with the Vice President of Development and the General Manager to define, communicate and deliver on the approved strategic plan and operational standards for our golf course. Ensure our course delivers on the Travis Club brand promise of high quality, championship-like course conditions, meaning the highest in the industry.

### **Ensure to execute the following:**

- Communicate regularly and coordinate golf maintenance operations with the General Manager, Head Golf Professional and other professional staff including daily practices, cultural practices, short and long-term planning, and capital improvements at our facility.
- Manage direct reports including Assistant Superintendents, Administrative Assistants, Equipment Staff, Irrigation and Spray Technician staff, and Operations staff.
- Coordinate and evaluate subordinate supervisors and the entire maintenance team.
- Ensure processes and procedures are followed for interviewing, hiring, training employees, planning, assigning, and directing work, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems.
- Develop and manage all safety related programs ensuring the department adheres to all local, state, and federal laws. Coordinate with wetlands and uplands management agencies to ensure facility compliance; maintain knowledge of current federal, state, and local laws and regulations affecting management of turf operations including, but not limited to, employment, safety, environmental standards, and regulations.
- Manage the approved operational budget, special project budget and capital improvement budget.
- Prepare annual and capital budgets to implement procedures established in accordance with Travis Club's long-range plans and defined maintenance standards. Forecast, formulate, and present detailed budgets clearly, concisely and in a timely manner.
- Develop and adhere to policies, procedures, standards, and constraints for purchases. Approve all expenditures and exercises cost-control measures in line with approved budgets.
- Safeguard all assets and monitor all inventory levels including equipment, chemicals, fertilizer, irrigation supplies, parts, and tools.
- Ensure accurate and complete records of inventory, maintenance procedures, pesticides application, personnel records, equipment records, and other golf course maintenance records are maintained.
- Coordinate construction projects related to the golf course and grounds.
- Submit written plans for course construction, reconstruction or renovation projects and long-range planning to the Vice President of Development and General Manager upon request.
- Participate in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows. Maintain required state certifications and/or licensing.

# Skills, Knowledge, and Abilities:

---

## Job Knowledge/Technology

- Must have advanced knowledge of agronomy, turfgrass management practices, have a well-developed management approach and business acumen.
- Working knowledge of golf facility construction principles, practices, and methods and a thorough understanding of the rules and strategies of the game of golf.
- Knowledge of chemicals, pesticides, insecticides, and fertilizer applications and timetables to ensure optimum turf health and growth during all seasons while minimizing weed infestation and controlling of agronomic pests without additional course down-time.
- 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).
- Knowledge of Microsoft Office Suite.

## Leadership

- Ability to lead and influence across the organization while successfully cultivating cross-functional teamwork.

## Strategic Thinking and Innovation

- A strong business orientation with the ability to go beyond numbers and to identify and exploit business opportunities.
- Should be able to develop ideas and plans that are sensitive to the various needs of multiple stakeholders and partners, and that reflect the strategic direction of the organization.

## Change Management

- Demonstrates support of innovation and can lead the development and implementation of new processes, metrics, and organizational accountability.

## Communication

- Effective written and oral communication and presentation skills that provide ability to interact with the most senior levels of the organization, as well as subordinates and peers.
- Convey information to all levels of the organization in a clear, focused, and concise manner.

## Problem Solving/Analytical Thinking

- Should have deep intellectual curiosity with a desire to understand complex problems and propose solutions. Must be able to see the big picture yet drill down into detail to find solutions.
- Can analyze business decisions and assess the financial/strategic impacts and communicate results in business terms.

## Collaboration and Teamwork

- Work harmoniously with others to get a job done and puts team goals above personal objectives.
- Has the ability to successfully gain cross-functional support and cooperation in improving processes and implementing initiatives.

## Coaching and Developing Others

- The ability to coach and help others increase capabilities and maximize potential.
- Develop and manage high potential individuals.
- Conduct performance appraisals and feedback.

# Supervision

---

This is a supervisory position responsible for the performance management and hiring of employees within the department.

## Financial Responsibility

---

Responsible for preparation and oversight of the Department budget and for monitoring results.

## Education and Experience

---

- Bachelor's degree (B.A.) in Agronomy, Horticulture, Architectural Landscaping, or related degree
- Ten years as a golf course superintendent which includes golf course maintenance experience at high quality facilities similar to Travis Club
- Certified Golf Course Superintendent is preferred
- Valid Driver's License
- Minimum of five years team leadership and management experience

## Competitive Compensation & Benefits

---

- A base salary will be commensurate with education and experience and will be competitive with like facilities in the general area of the Travis Club for the position of Director of Golf Course Maintenance Operations
- Standard Travis Club benefits package. The management staff is currently developing the benefits packages and programs but it is anticipated that they would include industry typical benefits such as: participation in a group health plan, 401K plan, paid time off, bonus potential, educational and professional development opportunities, and professional association benefits, etc.

**Professionals who meet or exceed the established criteria are encouraged to send a resume and cover letter as soon as possible but no later than October 31, 2023 to GSI Executive Search, attention GSI Principal Mark Woodward, CGCS:**



**Mark Woodward, CGCS**

Principal



[markw@gsiexecutivesearch.com](mailto:markw@gsiexecutivesearch.com)

GSI Executive Search has been serving the private club industry for over twenty years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.