

# NOW HIRING

## ASSISTANT GOLF COURSE SUPERINTENDENT

### DUTIES AND RESPONSIBILITIES

- Observe and evaluate playing conditions (moistures, mowing quality, bunker raking, course set-up). Make corrections as needed and report to superintendent.
- Maintains effective employee and member relationships. Promotes a team environment that is aligned with the goals of the department.
- Team player with positive attitude and strong work ethic.
- Monitor the adherence to the uniform policy and proper use of Personal Protective Equipment (PPE).
- Assists the Superintendent in keeping records of maintenance activities, including but not limited to: job tracking, fertilizer and pesticide applications, and agronomic practices.
- Possesses a 2-4 year degree or turf certificate from a recognized college or university.
- Possesses a valid Florida Driver's License.
- Participates as an active member of the Golf Course Superintendent Association of America (GSCAA).
- Possesses a Florida Restricted Use Pesticide Applicator license.
- Participates in the moisture management of all playing surfaces utilizing appropriate moisture meters.
- Assists in the operation of the Rain Bird Cirrus Pro irrigation system and pump station operation. Performs field observations and scouting for proper moisture, sprinkler adjustments and repairs.
- Leads in the planning and supervision of routine maintenance activities, to include: mowing greens, changing cups, course set-up, bunker raking, mowing greens, tees, intermediate, rough cut.
- Plans and participates in fertilizer and pesticide applications.
- Creates daily assignments of equipment utilized by employees and inspects for proper use, cleaning and storage to assigned areas.
- Ensures all items on the weekly check-list are completed as requested; along with normal weekly maintenance.
- Coordinates tasks with mechanics to ensure preventative maintenance, repairs and readiness of equipment fleet.
- Complies with company and departmental safety policies to ensure a safe working environment.
- Through communication with the Superintendent as well as personal observations the Assistant Superintendent prepares and executes a daily schedule
- Monitors staff performance, documents necessary observations, monitors quality and quantity of work and provides input to staff
- Ensures a safe and clean work environment for all employees by enforcing OSHA and EPA regulations and federal and state laws
- Scouts the golf course on a regular basis for insect, weed, and disease problems. Diagnose any observations and take corrective action after discussion with Superintendent unless situation dictates otherwise

- Develops, implements, and trains golf course employees on departmental policy and training manuals
- Provides orientation to new employees on departmental policy
- Coordinates, schedules, and inspects projects performed by outside vendors. Communicates with the Superintendent when any changes or delays occur other than scheduled
- Develops and maintains complete record documentation for the golf course operation in conjunction with the Golf Course Superintendent
- Provides input on projects, staff development, employee evaluations, discipline and termination issues and wage increases
- Assists with applicant interviews and Human Resource issues with the department
- Attends seminars and workshops for continued professional growth and development
- Receives and makes suggestions for improvements to procedure, equipment, etc
- Should be familiar with office related computer software such as Microsoft Excel and Word
- Serves as departmental liaison between other departments and committees, e.g. Safety
- Complete and submit monthly Highlights Report to Superintendent
- Other duties as assigned

## **SAFETY RESPONSIBILITIES AND REQUIREMENTS:**

- Actively demonstrates, encourages, trains and models safety rules and guidelines in accordance with company, OSHA, EPA and other state and federal law requirements.
- Demonstrates and documents safety training and orientation for all employees. This will include the use of PPE (personal protective equipment) and safe equipment operation.
- Investigates loss producing incidents and reviews prevention recommendations with all employees.
- Actively participates in the safety program by attending meetings, providing, and documenting safety training and offering improvement suggestions.
- Applies the “5S System” to the continued maintenance of a clean and safe work environment for all employees and guests.
- Takes personal responsibility for safety every day.

## **QUALIFICATIONS/REQUIREMENTS/ EXPERIENCE/EDUCATION:**

- Minimum of Associate Degree or Certificate in Turfgrass Science or related field from an accredited college, BS Degree preferred
- Minimum of two years experience at an assistant level and a total of five years experience in golf course maintenance
- Total familiarity with calibration procedures for all applicable turf equipment such as sprayers and spreaders
- Ability to write reports and attend meetings at intervals. Confident and conversant with all areas of course maintenance
- Must be able to competently operate all pieces of turf maintenance equipment as well as train and select employees for their proper use
- In conduct and department, the assistant should set an example for the staff
- Possess a Florida Pesticide Applicators License or attain one in 90 days
- Posses a valid Florida Drivers License or attain one within 90 days
- Ability to lead and motivate staff

## **SCHEDULE**

Golf Course Maintenance operates 7 days per week. Employees must be available to work weekends and overtime hours as required.