

Grand Traverse Resort & Spa

Job Description

Job Title: Assistant Golf Course Superintendent
Department: Golf and Grounds
Reports To: Golf Course Superintendent
FLSA Status: full time/Salary
EEO Job Category: To be completed by HR
Prepared By: Paul Galligan
Dept./Position Code 415-195
Date Prepared: January, 17, 2010 **Revised:** 2/1/2012

SUMMARY

The Assistant Golf Course Superintendent is dedicated to assist the Golf Course Superintendent with the proper care of all aspects pertaining to the maintenance of the golf course(s) for which they are assigned. This position will work with others as a team to achieve the common goal of the Grand Traverse Resort and Spa and the Golf and Grounds Department. This person is a part of the Golf and Grounds and Grand Traverse Resort and Spa Management Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are also that of the Golf Course Superintendent. These duties below shall be done in cooperation with the superintendent or during the absence of the superintendent.

- Maintain open line of communication with your direct supervisor.
- Operate equipment and tools in a safe and proper manner to complete assigned tasks, (either manual or power)
- Train employees how to perform job tasks with an emphasis on employee safety to include the use of written training manuals, employee sign off sheets.
- Perform any necessary snow removal duties assigned during the winter months.
- Perform routine preventive maintenance on equipment.
- Schedule employees to cover necessary shifts.
- Daily monitoring and programming of golf course(s) irrigation needs .
- Establish and deliver daily assignment to crew members.
- Keep records pertaining to pesticide and fertilizer applications.
- Assist in the Golf and Grounds Department facility cleanliness.
- Perform pesticide and fertilizer applications as needed for proper plant care.
- Interview and approve potential candidates to be employees on golf course maintenance crew.
- Discipline employees when necessary.
- Attend monthly safety meetings and any pre-scheduled department meetings.
- Assist other departments when requested.
- Must understand and abide by environmental practices of the Grand Traverse Resort and Spa.
- Report to work on time and complete all scheduled shifts.
- Good rapport with fellow employees and reflect a positive attitude.
- Complete all assignments requested of you.
- Must follow proper grooming and dress standards set forth by the Employee Handbook.
- Other duties as assigned

EDUCATION/EXPERIENCE

Must have a minimum of 4 years previous experience as a golf course maintenance crew member at the Grand Traverse Resort and Spa, or, must have a two year associates or a four year bachelors degree with an emphasis in Turfgrass Management and a minimum of two years golf course maintenance experience at another golf course. **Must possess or able to obtain within 60 days, a pesticide applicator license with the State of Michigan in a minimum of three categories, (core, 3a and 3b). Must possess a current, valid Michigan Drivers License and be insurable under the company's plan. Must be at least 18 years of age and have a High School Diploma or GED.**

OTHER SKILLS AND ABILITIES

The ability to motivate others to meet deadlines and provide quality work. **Must have excellent customer service and communication skills, both verbal and written. Must be a team player with a positive attitude. Must possess the ability to work with various personalities while maintaining impartiality. The needs for quickness and ease of adjustment to the work environment and flexibility to change are essential in this position. Must be informative and deal effectively with guests and employees while being friendly at all times.**

SUPERVISORY RESPONSIBILITIES (If applicable)

Assist with interviewing, hiring, training, evaluating and disciplining employees. Attend management meetings as requested. Communication with other managers in the Golf and Grounds and other departments of the resort are essential to the proper performance of this position. The ability to have a positive attitude and to only make positive comments about any area of the Golf and Grounds Department and the Grand Traverse Resort and Spa is essential to the success of the company.

TYPICAL PHYSICAL DEMANDS

This position is a "working position". Manual labor is part of the daily job assignment. The ability to withstand extended hours of standing, bending, sitting and working on your knees may and will be necessary any day while working.

Safety sensitive – **includes but is not limited to shoveling, sweeping, raking, pushing fertilizer spreaders, hammering and lifting objects, operating power and hand equipment, applying fertilizer and pesticides, and hand watering greens, tees or other turf areas as requested.** Riding power equipment may be necessary to complete your job task. The ability to lift awkward objects weighing up to 60 pounds and sometimes more, from the ground to at least waist high will be required of you at certain times.

TYPICAL MENTAL DEMANDS

Must be able to effectively handle stressful and compromising situations while remaining focused and professional. Must be able to deal with difficult people without losing perspective. Must be able to work productively under strict time restraints with variable deadlines. Must be able to communicate effectively and handle multiple calls on telephones or radios. Must be able to understand that last minute requests and changes will occur at any time. The employee must be able to adapt to these changes to address the new priorities.

WORKING CONDITIONS

Working in outdoor conditions to the different seasons of Northern Michigan is a must. Cold, heat, dry, wet, wind and cloudy and sunny days. Must practice all safety policies, procedures and standards as set by OSHA. Must be ready and willing to work in the very early morning. Standard start times will generally be between 6:00 a.m. and 7:00 a.m.

As a salaried employee it will be necessary at times to work on weekend days, and to stay at work on any given day beyond what might be considered normal working hours.

COMMENTS

Native American Preference will apply. Must be able to pass a background investigation and a drug/alcohol urinalysis as a condition of employment. Must be able to work flexible hours and take on additional responsibilities when asked. Must adhere to company policies regarding strict confidentiality

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Any qualifications to be considered an equivalent in lieu of stated minimums require prior approval of the Director of Human Resources.

Signature _____ Date _____

Copy to: Employee
File

Executive Approval: _____ (Date) _____

Print Name: _____