

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:** 1/17/2011

SUMMARY

The Assistant Golf Course Superintendent is the person dedicated to assist the Golf Course Superintendent with the proper care of all aspects pertaining to the maintenance of the golf course(s), but not limited to, for which they are assigned.

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.

- 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.
- Maintain open line of communication with your direct supervisor.
- This position involves manual labor which includes but not limited to shoveling, sweeping, raking, pushing fertilizer spreaders, hammering and lifting objects.
- Safe and proper operation of equipment and tools to complete assigned tasks, (either manual or power)
- Ability to work with others as a team to achieve the common goal of the Grand Traverse Resort and Spa and the Golf and Grounds Department.
- Report to work on time and complete all scheduled shifts
- Attend monthly safety meetings and any pre-scheduled department meetings
- Assist other departments when requested
- Train employees how to perform job tasks that they will be assigned to include the use of written training manuals, employee sign off sheets with an emphasis on employee safety
- Must understand and abide by environmental practices of the Grand Traverse Resort and Spa
- Be a self starter and look for ways to improve upon your performance and the performance of other employees on a daily basis
- Perform any necessary snow removal duties assigned during the winter months
- Other duties as assigned
- 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
- Possess pesticide applicator license with the State of Michigan in a minimum of three categories, (core, 3a and 3b)
- 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**

EDUCATION/EXPERIENCE

This person must have previous experience as a golf course maintenance crew member of at least four years at the Grand Traverse Resort and Spa.

Or, this person must have a two year associates or a four year bachelors degree with an emphasis in Turfgrass Management and a minimum of three years golf course maintenance at other golf courses.

OTHER SKILLS AND ABILITIES

The ability to motivate others to meet deadlines and provide quality work.

Being polite to and thoughtful of others, (guests and co-workers) is to be a part of the employee's responsibility on a daily basis.

Be aware of your surroundings to keep a to do list for crew members and your self

SUPERVISORY RESPONSIBILITIES (If applicable)

The Assistant Golf Course Superintendent is a "working position". Operating equipment, applying fertilizer and pesticides, hand watering greens and other duties are all a part of the position.

This person is a part of the Golf and Grounds and Grand Traverse Resort and Spa Management Team.

He or she will attend any management meetings that are 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. Especially the Golf Operations management staff

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

Manual labor will be part of your daily job assignment. The ability to withstand extended hours of standing, bending, and working on your knees will be necessary any day while working

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.

This position is safety sensitive.

TYPICAL MENTAL DEMANDS

The employee must be able to understand that last minute requests and changes will occur periodically during his or her employment. The employee must be able to adapt to these changes to address the new priorities.

This person must understand the hospitality nature of the Grand Traverse Resort and Spa and that the other departments within the company depend on the work performed by the Golf and Grounds Department to keep the company successful.

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.

The employee 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: _____