Position Title: Assistant Superintendent
Job Location: The Glen Club & Glenview Prairie Club
Position Reports To: Superintendent
Date of Notice: February 9, 2015
Send Application To: Attn: Rusty Willard
The Glen Club
2901 West Lake Avenue, Glenview, Ill 60026
FAX: (847) -724-2272
Rwillard@theglenclub.com

Position Summary:
The Assistant Superintendent will work closely with the Superintendent with the planning and implanting of the budget, operating plans, as well as train and supervise the staff. Will assist the Superintendent and other Assistant in managing both The Glen Club and the Prairie Club, and will be involved in all activities related to the care and maintenance of both the golf courses and the equipment.

Essential Duties and Responsibilities:
• Plan and implement staffing schedules to ensure quality standards are achieved at minimum employee cost.
• Supervise and perform various maintenance duties to maintain the golf course in proper playing condition according to Company standards.
• Supervise all planting, fertilizing and care of turf, plants, shrubs, and trees on the golf course and grounds. Assist with the development and implementation of a fertilizer, aeration and Integrated Pest Management program for proper turf grass and plant care.
• Manage employment activities for applicable staff members, including but not limited to, personnel recruitment and selection, performance evaluations, training, compensation, discipline and termination, etc.
• Maintain accurate records for pertaining to department activities including, but not limited to, labor schedules, course maintenance, construction activities, equipment repair, safety meetings and activities, fertilizer and chemical applications and pest control practices.
• Maintain knowledge of current and projected industry developments through continuous attention to industry periodicals and participation in relevant trade associations and organizations.
• Perform other duties as appropriate.

Salary: $38,000-$42,000/Annually

Benefits: Medical, Dental, Vision, 401K, Uniform

Qualifications:
• Minimum of an Associates Degree in a Turfgrass related field
• 3 years golf course maintenance, supervisory and/or management experience.
• Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management.
• Demonstrated quality written, verbal, and interpersonal communication skills.
• Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
• Positive attitude, professional manner and appearance in all situations.
• Ability to speak Spanish a plus, but not a requirement.