

Airway Meadows
Job Description
Assistant Golf Course Superintendent

Job Purpose: The Assistant GC Superintendent is second in command and is entrusted with the maintenance, operation and management of the golf course property. He/she is responsible for assisting the supervising of the maintenance of the golf course, clubhouse grounds and landscaping, sod farm, other open space including wooded areas, supervising the maintenance and repair of construction and maintenance of equipment, rendering professional advice, opinions, assistance and services from GC Superintendent and employers. He/she reports directly to GC Superintendent.

Specific Responsibilities for the Assist. GC Superintendent:

Works under the general supervision of the Golf Course Superintendent.

- a. Supervises golf course maintenance workers and other seasonal employees as required and assigned.
- b. Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials and all members of the general public.
- c. Performs a variety of supervisory and skilled tasks in the operation and maintenance of golf course grounds.
- d. Manages and supervises assigned operations to achieve goals within available resources.
- e. Plans and organizes workloads and staff assignments
- f. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Specific Responsibilities for the Assistant GC Superintendent:

1. In the absence of the GC Superintendent, coordinates maintenance and construction activities to assure continual smooth operation of the golf course
2. Must be able to respond to a callout after hours to the golf course within 30 minutes of the call
3. Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards
4. Determines, calculates and secures the appropriate materials and supplies for a specific project.
5. Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment and contractor services.
6. Assures that tools and equipment are properly maintained and kept in proper working condition.
7. Repair equipment as needed.

8. Oversees and assists in the mowing and maintenance of golf course fairways, rough, greens, tee area and other open space areas; changing cups; maintaining bunkers; oversees and assists in the maintenance of irrigation systems and repair and installation of irrigation lines and heads.
9. Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the golf course.
10. Works with GC Superintendent to inform the public when maintenance will top dress and any out of bounds areas or special work that may be performed on a daily basis.
11. Sets up and takes down equipment for various programs and tournaments, prepares facilities for program use.
12. Opens and closes, locks and unlocks facilities as needed including LIGHTS OFF during day when staff on golf course. This requires you to be on site punched in before seasonal employees so they have access.
13. Attendance at work is an essential function of this position. You must be on time, punched in 10 minutes before assigned start time and stay as long as needed each day.
14. Performs other related duties as they arise.

Non-Essential Duties

- a. Assists in the development and enforcement of policies, rules and regulations of the golf course.
- b. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers and irrigation systems.
- c. Answers golfers' questions on rules, out of bounds, etc.; and takes measures to expedite play such as permitting faster players to play through slower players. Picks up range balls as needed.
- d. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications for Assistant GC Superintendent

1. STRIVE FOR an AS or BS in Agronomy, Turf Grass Mgmt. or GC Management and two years of golf course maintenance experience or any combination of education and experience sufficient to perform duties of the position.
2. One year of supervisory experience strongly desired.
3. Have mechanical ability
4. Extensive knowledge of equipment, materials and supplies used in golf course grounds maintenance.
5. Have a NY Pesticide Applicators license or ability to obtain such within 90 days of employment – discussions on same
6. Some knowledge of landscaping to improve golf course design and to recognize the need for proper pruning, planting, spraying and related care.

7. Knowledge of soils and turf.
8. Knowledge of fertilizers and chemicals used in golf course maintenance.
9. Working knowledge of mathematical skills in order to calibrate spray equipment and spreaders.
10. Working knowledge of equipment and supplied used to do minor repairs
11. Working knowledge of first aid, CPR, AED and applicable safety precautions
12. Ability to work independently to complete daily activities according to work schedule established by GC Superintendent.
13. Ability to communicate effectively orally and in writing.
14. Ability to understand, follow and transmit written and oral instructions
15. Ability to work under stress and handle stressful situations
16. Ability to meet deadlines
17. Ability to establish and maintain working relationships with co-workers, supervisors, owners and the public
18. Ability to operate and use tools and equipment properly and safely

Tools and Equipment Used:

Front-end loader/tractor, backhoe, dump truck, skid loader, trickster, top dresser, sprayer, fertilizer hopper, seeder, sod cutter, string trimmers, edgers, electric motors, pumps, aerifier, mowers, miscellaneous hand and power tools, personal computer and applicable software packages, fax, copy machines, motor vehicle, telephone radios, calculator and golf cart

Physical Demands:

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to vibration or risk of electrical shock.

This position has potential to be year round, 12 months a year salaried position.

Benefits include:

1. One week off in "off season" when golf course is closed to golfers. Proper planning and approval by employer must be obtained so as to cover off season responsibilities. Flexibility on the part of the employer and employee will be exercised. During golf season, one day completely off per week with schedule left for work for staff, half days only required on weekend to get mowing done and golf course in condition for high volume of play. Two days off per week after busy September and Oktoberfest Tournament. These two days per week to be decided on between employer and employee. This vacation of one week will be with full pay after ONE YEAR OF SERVICE. Vacation time will increase as service time increases. Details to follow.

2. Employee will continue with weekly pay for up to two weeks of sick time for illness annually. This sick time does not accumulate from year to year.

It is understood by employer and employee that either party must give 30 days written notice to the other of any intention to terminate employment Employer may also terminate employment with the Employee if it is deemed that the Employee can no longer perform his essential duties as herein above described. This inability may be due to ill health physically or mentally.

(December 2011)