



POSITION DESCRIPTION

FLSA:	Exempt
POSITION TITLE:	Assistant Golf Course Superintendent
FACILITY/DEPARTMENT:	Agronomy
REPORTS TO (TITLE):	Director of Agronomy/Golf Course Superintendent
SUPERVISES:	Agronomy Staff
DATE:	November 2018

BASIC FUNCTIONS: Under the supervision of the Director of Agronomy/Golf Course Superintendent, the Assistant Superintendent directs and participates in the maintenance of the golf course tees, greens, fairways and cart paths; supervises the maintenance and repair of motorized and other mechanical equipment and does related work as required. May serve in the Directors or Superintendent's capacity during his/her absence.

QUALIFICATIONS

- ❖ Working knowledge of the maintenance of golf course tees, fairways and greens
- ❖ Working knowledge of the seeding and maintenance practices for golf course turf
- ❖ Working knowledge of herbicides and pest control methods
- ❖ Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment
- ❖ Ability to prepare clear and concise reports
- ❖ Ability to maintain effective employee and public relations
- ❖ Valid Driver's License
- ❖ Valid Pesticide Applicator's License
- ❖ Excellent communication skills
- ❖ Excellent organizational skills
- ❖ Excellent interpersonal skills
- ❖ Flexible work-varying schedules

EDUCATION, KNOWLEDGE AND TRAINING:

- ❖ Bachelor of Science Degree in Agronomy or related field
or
- ❖ Two-year technical school education in Turf Grass Management
or
- ❖ Demonstrated commitment to career-long learning

WORK EXPERIENCE REQUIRED:

- ❖ Minimum 2-years of golf course agronomy experience and knowledge of all related areas.

ESSENTIAL FUNCTIONS:

1. Assists in continuing a culture of quality, success, vision and genuine hospitality.
2. Assists in the supervision of staff and delegates specific tasks and responsibilities.
3. Assist in the direction of all maintenance activities for all components.
4. Instructs and trains equipment operators on the operation and care of mowing and other equipment.
5. Supervises and participates in the operation and maintenance of pumps and in the maintenance of irrigation and drainage systems.
6. Operates multiple types of equipment as necessary for the care of the golf course.
7. Assists in personnel management and evaluation.
8. Always monitors and ensures safety compliance.
9. Assist in maintaining proper record keeping.
10. Monitors inventory of fertilizer/pesticides, irrigation parts, safety apparel and other supplies related to the maintenance of the golf course.
11. Ability to solve problems and deal with a variety of variables in multiple situations.
12. Detailed oriented and task driven. Eye for how to make the golf course better
13. Good communicator and routinely communicates with the clubhouse staff.
14. Working toward and has the motivation to become a Director of Agronomy/Golf Course Superintendent.
15. Supervises staff and delegates specific tasks and responsibilities.
16. Schedule's work assignments and supervises employees.
17. Follows fair progressive discipline/coach and counseling procedures and policies of Pinnacle HR Group.

MARGINAL FUNCTIONS:

1. Plays golf routinely to inspect the product quality.
2. Respond to any reasonable task assigned by the Golf Course Superintendent.

ENVIRONMENT: Outside working conditions, most of the time in a variety of weather conditions.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Crawling		X		
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less			X	
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs		X		
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition		X		
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders		X



ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description for **Assistant Golf Course Superintendent**. The Job Description statements are intended to describe the general nature and level of work being performed by employees 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.

I have read the Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

MANAGERS SIGNATURE: _____

PROPERTY: _____