####   GCSAA

**Assistant Golf Course Superintendent**

**Bakker Crossing Golf Course**

**Position Concept:** As a member of the Golf Management Team, the Assistant Golf Course Superintendent will oversee the overall maintenance of the golf course. Will supervise the maintenance and repair of equipment. Participate in all long-range planning meetings. The assistant superintendent will give his/her professional advice, opinions, assistance, and services to the facilities managing body as required. The position will promote an exceptional "golf experience," and provide excellent playing surfaces for all members and guests.

**Specific Responsibilities - include but are not limited to:**

* The Assistant golf course superintendent assumes responsibility for managing and maintaining golf course properties which include: the golf course, maintenance equipment, the golf car fleet, clubhouse grounds and landscaping, open spaces, wooded areas, wetlands, and any other “unused” areas
* Construction, renovation, and/or reconstruction of such properties whether performed by the maintenance staff or outside contractors
* Prepares the annual budgets for the maintenance and capital improvement of course properties
* Interviews, hires, trains, directs, and supervises a staff of team members for the purpose of maintaining the properties and has the authority to terminate employment of subordinates
* Plans all maintenance and project work applying his/her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals.
* Oversees the scheduling and routing of personnel and equipment to accomplish the work through frequent inspection of the golf course and related areas.
* Evaluates how well management standards are being achieved and changes management programs as needed
* Acquires equipment and purchases necessary supplies to maintain the golf course and other properties.
* Responsible for inventory control and overseeing equipment maintenance programs
* Approves all expenditures and exercises cost control measure to keep, as nearly as possible, operating and capital expenses in line with the approved budgets
	+ Communicates regularly with other members of the top management group to discuss activities, goals, plans and member/customer input.
	+ Oversee the development of operating procedures and training manuals for the maintenance operation
* Schedules and chairs regular staff meetings focused on course conditions, safety, efficiency and continuous improvement.
* Coordinate and ensure all written correspondence, reporting, newsletters, and communications for the golf maintenance operation
* Helps enforce all rules and regulations governing golf course usage
* Oversee all fiscal areas and performance for the golf operations including planning, budgeting, forecasting, monitoring, and correction
* Maintain a close working relationship with the Head Golf Course Superintendent and other department heads
* Responsible for inventory control and overseeing equipment maintenance program

**Knowledge, Skills and Traits**

* Maintain GCSAA membership in good standing in an active classification
* Requires advanced knowledge of agronomy and turfgrass management practices, a working knowledge of golf facility construction principles, practices and methods, and a thorough understanding of the rules and strategies of the game of golf
* Fundamental supervisory practices and principles
* Act as a role model for all team members by demonstrating the behavior and work ethic expected of all team members
* Strong organizational, planning and prioritization skills
* Self-motivated with desire to promote and market
* Service and customer focused attitude
* Experienced in written and oral business communications
* Remain up-to-date on customer relationship management tactics and strategies
* Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament and database
* Maintain and promote a positive professional image within the community
* Requires a high degree of administrative and executive ability, especially in terms of problem solving and decision making
* Requires current state certification or licensing as a pesticide applicator
* Attend conferences, workshops, meetings, and trade shows to keep abreast of marketing and business trends
* Requires knowledge of current federal, state, and local laws and regulations affecting the management of golf course operations (including, but not limited to employment, safety, and environmental standards, laws, and regulations)
* Snow removal duties

Benefits

* Salary: DOE
* 401K
* Insurance
* Discounted Meals
* Uniform and Merchandise Discount
* GCSAA Dues Paid
* Play & Practice Privileges
* Fitness Usage Privileges
* Profit Sharing
* Apply at [www.joingreatlife.com](http://www.joingreatlife.com)