



ARCIS GOLF

Arcis Golf Job Description

Title:	Assistant Superintendent
Department:	Maintenance
FLSA Status:	Exempt – Executive

Scope:

Helps manage the golf course maintenance department day-to-day activities through maintaining quality standards, developing and retaining maintenance employees and exceeding guest expectations. Assistant superintendents are in training to become superintendents. They will participate in the planning and implementation of activities related to the care and maintenance of their course.

Primary Responsibilities:

- Promotes Arcis Golf's philosophies throughout the golf course to both employees and guests.
- Creates the weekly schedule of grounds crew personnel and directs them in the day-to-day needs of the course.
- Completes daily tasks alongside the grounds crew as needed. Tasks include but are not limited to: mowing, cutting cups, cleaning up debris, trimming trees / shrubs, fixing irrigation issues, applying pesticides / herbicides.
- Must have the ability to identify and trouble shoot agronomic problems that may occur on the golf course.
- Must be fully capable of application equipment calibration and operation within the first six months.
- Training of new maintenance personnel.
- Assists in the Human Resources functions of the maintenance department.
- Leads monthly safety meetings on various topics.
- Provides a professional image at all times through appearance and dress.
- Follows company policies and procedures and is able to effectively communicate them to subordinates.
- Implements and evaluates fertilizer/pesticide programs.
- Evaluates and assesses equipment management/operation/set up.
- Follows up on daily course set up to assure course meets playing standards set by Arcis Golf and USGA.

Note: Other duties as assigned by supervisor or management.

Qualifications:

Education / Experience: Two-year Turf grass Maintenance degree and supervisory experience required. 3 years prior golf course experience with progressive responsibility required. Special consideration will be given to those who exhibit exemplary performance. Will acquire and maintain a pesticide license within the first three months of hiring.

Must have working knowledge of turf grass maintenance equipment and irrigation systems.

Skills:

- Strong leadership skills
- Strong oral and written communication skills
- Attention to detail
- Planning and organizational ability
- Customer skills
- Computer skills

Working Conditions:

Will be required to work weekends and holidays.

Will be required to work in fast paced, stressful environment.

Physical / Cognitive Activities:

This description of physical and mental activities is not intended to describe essential job functions. Rather, its purpose is to give the job applicant a feel for the physical and mental activities of the job to the end that an applicant with a disability can determine whether he or she will be able to do this job either with or without accommodations.

The major responsibility in this position is to oversee the day-to-day activities of the golf course grounds crew. Therefore a significant portion of time will be spent moving about the property listening and working with the maintenance crew. Strong leadership and problem-solving skills will be used. This person will need to have strong speaking, reading and writing skills, for effective communication throughout the golf course.

The majority of time is spent organizing maintenance activities. A portion of time will be assisting the Superintendent in scheduling and implementing effective agronomic strategies.

This person will occasionally assist in carrying heavy items requiring lifting of up to 50 pounds. He or she will also spend some time moving about the golf course overseeing the grounds crew.

Organizational Structure:

Reports to: Superintendent

Subordinates: Grounds Crew