

TEAM MEMBER PROFILE

Our Vision

To be the recognized leader in providing **great golf experiences, exceptional team performance, and a sound return on investment...every day**

POSITION TITLE:	2nd Assistant Superintendent
DEPARTMENT:	Grounds Maintenance
COURSE:	GolfBC - Olympic View Golf Club
REPORTS TO:	Superintendent and Assistant Superintendent
JOB TYPE:	Full Time Salary
APPLICATION DEADLINE:	May 31, 2016
START DATE:	ASAP



POSITION OBJECTIVE

1. To assist in the proficient operation of the Golf Course Grounds Department and all related golf course maintenance activities and business development
2. To assist with the operation of the course irrigation system
3. To assist with coaching, developing and training Team Members
4. To ensure that exceptional guest service is provided and that our guests enjoy a great golf experience

STRUCTURE

Reports to: Golf Course Superintendent and Assistant Superintendent

DUTIES AND RESPONSIBILITIES

1. **Golf Course Maintenance**

- Assume all duties of the Assistant Superintendent and the Golf Course Superintendent in their absence
- Participate and assist in planning and supervising of daily course maintenance and cultural practices
- Participate and assist in planning and supervising of irrigation practices and operation/repairs of entire irrigation system
- Participate and assist in planning of drainage installations and repairs
- Participate and assist in planning of fertility and chemical programs
- Participate and assist in planning of equipment repairs and maintenance program
- Maintain accurate records of all maintenance practices, irrigation usage and weather data
- Provide timely reports as requested by the Superintendent
- Report any activities or problems that occur on the course to the Superintendent, and participate in enforcing any remedial actions necessary to rectify the situation
- Assist in construction, maintenance and repair of cart paths, bridges and other structures common to golf courses
- Assist in the preparation and adjustments to annual operating and capital budget
- Assist in the preparation and the carry out of the golf course Master Plan
- Assist in purchasing and receiving goods and services according to company policy
- Perform any other duties as assigned from time to time by the Superintendent, Assistant Superintendent and General Manager

2. **Health and Safety**

- Adhere to the safety policies in place for team members, as well as Members and guests of the club
- Department representative for the clubs OH&S committee

3. **Team Member Development**

- Maintain effective Team Member and public relations
- Participate in recruiting Team Member process
- Assist in planning, scheduling, training, directing, motivating and supervising Team Member's in all aspects of course maintenance

4. **Guest Experience**

- Become knowledgeable and able to answer basic questions about the facility and company
- Assist in developing a maintenance team that is knowledgeable and able to answer basic questions about the facility and company
- Assist in ensuring Team Members are trained to exceed guest expectations
- Ensure each guest receives consistent service and products

5. Promotion

- Promote Olympic View and GolfBC throughout the community and industry
- Promote Olympic View and GolfBC's Core Values and Core Standards
- Be an ambassador for Olympic View and GolfBC
- Attend to guest requests/needs and complaints as required

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

Technical Skills, Knowledge and Qualifications

- Solid understanding of the golf club environment and industry
- A minimum of 2 years relative experience
- Diploma or Degree from a recognized Turfgrass Management program
- Thorough knowledge of construction and maintenance of golf greens, tees, fairways and various types of turf grasses used on the golf course
- Knowledge of drainage, irrigation systems and water management including wells, pumps and automatic controls
- Knowledge of proper use of all fertilizers, soil conditioners and pesticides
- Current BC pesticide applicators license or the ability to obtain one within 90 days
- Proficient with Microsoft Office, Rainbird Nimbus and/or various other computer programs

Abilities

- High level of organizational skills
- Excellent communication skills (written and oral)
- Quick evaluation and rational decision making abilities
- Strong public relations and human resources skills
- Must be able to meet deadlines
- Must be able to manage and work in a fast paced environment and be able to maintain organization and a positive attitude
- Must be able to manage and work efficiently in a non-supervised position

- Ability to operate a wide variety of equipment

WORK CHARACTERISTICS

Work Characteristics

- Self driven position with career goals to become a Golf Course Superintendent
- Primarily outside work with some inside work required
- Will be required to work on a shift basis, including weekends, evenings and holidays when necessary

Our Core Standards

- **Live** our core standards – **F.I.R.S.T.!**
 - ... *Friendly and Helpful*
 - ... *Initiative and Action*
 - ... *Respect and Dignity*
 - ... *Sales and Service*
 - ... *Team and Facility Appearance*
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Please send your resume and cover letter to:

Brett Finlayson, Golf Course Superintendent

Olympic View Golf Club

bfinlayson@golfbc.com

Fax: 250.474.4001

Posting closes: May 31st, 2016