

# Requirements and Tasks

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## Assistant Superintendent

<b>Department:</b>	Maintenance
<b>Reports to:</b>	General Manager & Superintendent
<b>Nature:</b>	Full Time

### General requirements

The Golf Course Assistant Superintendent is responsible for working with the GM & Superintendent for developing and implementing the most effective and appropriate maintenance schedule for Cottonwood Golf Course.

- Supervising the direction of day to day maintenance with fellow employees as directed by the GM/Super.
- Records all work activities of personnel.
- Records all maintenance on the golf course.
- Develops and maintains drainage, irrigation and watering system.
- Assists with proper staking and boundaries on the golf course.
- Rendering professional advice, opinions, assistance and services to the GM, Super and Management team.
- Participating in long-range planning and budgeting meetings.
- Knowledge of current federal, provincial 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)
- Participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.
- Current provincial certification and licensing as a pesticide applicator.
- Implement and enforce a comprehensive safety program for all employees, members and guests on the course in compliance with local, provincial and federal laws.

### Human Resource Management

- Acquire and/or retain a complete Course Maintenance team following the Cottonwood Managers Handbook requirements.
- Provide job descriptions for all team members.
- Complete all necessary paper work for new and returning team members.
- Provide leadership and strong communication to keep the Maintenance Team aware of ongoing responsibilities and expectations.
- Provide praise to successful team members.
- Provide prompt, clear and concise constructive feedback when necessary.
- Complete all HR paperwork completed in a timely fashion and ensure team files are kept up to date.
- Assist in organizing and be supportive of staff outings and team building activities.

**Budget & Payroll**

- Expenses accurately accounted for and monitored.
- Complete and post a bi-weekly schedule 7 days before it becomes effective.
- Complete payroll forms and fill in the 'actual hours' worked on the schedule/payroll program.
  - Completed on Monday of each payroll week.

**Event Management**

- Prepare the necessary golf course set-up for events as requested by the Director of Golf.

**Membership Management**

- Grow relationships with the various club captains & members.
  - Have first-hand knowledge of members' weekly feedback.

**Turf Maintenance**

- Inspecting the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
- Strong communication with the Superintendent to keep all team members informed of golf course activities.
- Assist in managing tee-sheet with and on behalf of the Maintenance team.
- Communicate on course work to the members and guests.
- Work with the Superintendent to improve on course conditions and playability.