



Brackett's Crossing Country Club

Maintenance

January 2019

Lead Assistant Superintendent:

Actively tend to and maintain our championship golf course and property surrounding the course for both aesthetic and functional purposes. Your position will play a vital role in chemical and fertilizer application as well as irrigation management. You will develop the skills & knowledge to assist in all golf course maintenance and supervise the Grounds Crew through a combination of training and hands on experience. The lead assistant may serve in Superintendent's capacity during his/her absence.

Primary Responsibilities:

- Ability to perform all tasks involved in and related to turf maintenance practices.
- Assist Superintendent in management of maintenance and grounds employees.
 - Manage activities such as: interviewing and selecting candidates, training employees, setting and adjusting pay rates, scheduling.
 - Administer performance reviews, manage employee issues and/or grievances and enforce appropriate disciplinary action as needed.
- Inspect turf areas to determine chemical, fertilizer and water needs.
- Responsible for the irrigation systems and operation as needed to irrigate all grounds.
 - Assist in scheduling and maintaining watering system.
 - Perform preventative maintenance on all irrigation systems equipment.
 - Repair and maintain equipment associated with the irrigation systems.
 - Train and supervise staff assigned to irrigation responsibilities.
- Schedule application of chemicals & fertilizer when scheduled and ensure proper calibration on equipment to maintain excellent conditions of grounds.
 - Obtain pesticide license and remain up-to-date with current chemical & fertilizer applications and disposal.
 - Ensure that application is completed when scheduled and in a proper and safe manner.
 - Maintain accurate records on chemical and fertilizer applications.
 - Perform routine safety inspections on all spraying and fertilizing equipment.



Lead Assistant Superintendent- continued

- Control expenses & maintain inventory on irrigation and chemical related items.
- Assist in planning and supervising the maintenance of the greens, tees and fairways at the Club.
 - Developing programs to ensure proper procedures at the Club, i.e. training manuals, safety programs, incident response program and related topics.
 - Schedule daily work load and supervise employees with task until work is complete.
- Daily diagnosis of course maintenance equipment and golf cart fleet.
 - Advise mechanic of any repairs required and parts to be ordered.
 - Assist mechanic with specific responsibilities when time allows or is needed.
- Assist Horticulturist in areas as needed throughout the property.
- Snow removal from sidewalks, steps, drives and parking lots. Includes plowing, shoveling, scraping and/or chemical application of salt or other ice-melting means.
- Report golf course conditions and any disciplinary issues to Golf Course Superintendent.
- Open maintenance shop and run operations in the absence of Golf Course Superintendent.
- Team player with all associated departments within the club.
- Each employee of Brackett's Crossing is expected to carry out all reasonable requests by management that the employee is capable of performing.

Required Attributes:

- Valid driver's license. Punctual. Positive attitude towards colleagues, members and guests. Desire to perform and complete tasks in a timely, safe and efficient manner. Desire to share skills & ideas with team and openness to learn from team. Highly motivated with management and/or leadership experience. Possess excellent written and oral communication skills. Goal of working towards a Golf Course Superintendent position.

Desired Qualifications:

- Pesticide license. High school diploma or GED. 4-year Degree in Turfgrass Management and/or related field or minimum 4-years in turf related industry. Bilingual speaking a plus.



Lead Assistant Superintendent- continued

Position & Schedule:

- Full-Time Exempt, Upper-level position. Early morning hours: Monday – Friday and rotating weekend. (Days and hours subject to change due to environment, tournaments and time of year, on-call duties as needed).

Physical Demands:

- While performing the duties of this position, the employee is regularly requested to endure physical demands such as: bending, standing, walking, reaching, sitting and grasping. The employee will occasionally be required to stoop, kneel or crouch. The employee must be able to lift and or move up to 50-lbs.

Report to: Superintendent

Supervise: Assistant Superintendent, Grounds Crew Foreman, Grounds Crew, Horticulturist, Assistant Gardener

Compensation Package:

- **Salary:** \$52,000.00 - \$55,000.00
- **Benefits:** Standard, Brackett's Crossing Country Club provided benefits for exempt employees, including the following:
 - 401(k) retirement account after one year of continued employment
 - Full Benefits Package effective the first of the month after 30-days of employment; includes: Medical, HRA, HSA, Dental and Short-Term /Long-Term disability insurance
 - PTO
 - Approved Uniforms/Provided
 - Approved Dues, Education & Licenses
 - Discounted Merchandise
 - Golf Privileges

Submit Cover Letter and Resume to Tom Proshek, Golf Course Superintendent:

tproshek@brackettscrossingcc.com

