Assistant Superintendent Job Posting

Position Details:

- **Annual Salary:** $32,000-$39,000 Depending on Experience
- **Reports To:** Golf Course Superintendent.
- **Application Deadline (including but not limited to: Cover Letter, Resume, Professional & Personal References):** Until position is filled
- **Date Position is Available:** Immediately

Position Benefits:

- **Health Insurance:** Following 30 days of employment, employee will obtain health benefits 80% paid by club/20% paid by employee. (Enrollment dates are the 1st of each month).
- **Option Dental Insurance:** Following 30 days of employment, employee will have option to pay into dental insurance.
- **Life Insurance:** Onetime payment of one year of the employee’s annual salary with a maximum of $100,000.
- **Short & Long Term Disability.**
- **Accidental, cancer and dental insurance available at employee expense.**
- **Paid Vacation Leave:** In first year of employment, the Assistant will be permitted to take a 4 day weekend over the course of a scheduled weekend off, during the months of June – August (i.e. Friday – Monday). Following one year of employment the employee will accrue 1 week of paid vacation leave. Following three years of employment the employee will accrue 2 weeks of paid vacation leave. Vacation are expected to be utilized during the “off season” (October – March).
- **Paid Sick Leave:** After 6 months of employment the employee will accrue ½ day (4 hours) for every 60 days of employment, up to 3 full days per year.
- **Paid Personal Leave:** Following 1 year of employment the employee will accrue 3 days of paid personal time off.
- **$400 Work Clothing Allowance:** Reimbursement towards raingear, khaki pants/shorts, steel tip work boots, gloves, etc. Uniform shirts are included in the $400 allowance.
- **Cell Phone Allowance:** $15 non-taxed included within bi-weekly pay check.
- **Continuing Education:** Employee will have several opportunities to attend local turf conferences to obtain PA pesticide applicators credits, network with other colleagues and to stay abreast of advances and insights within the turfgrass maintenance field.
- **Employee Meals:** Lunch & dinner during work shifts.
- **Golfing Privileges:** At the Berkshire C.C. & Local Association Meetings.
- **Paid Local Association & GCSAA Dues**
- **Holiday Bonus (based on membership donations) & Year-end Team Performance Bonus**

Job Description & Duties

The Assistant Superintendent will work closely with the Superintendent in planning, supervising/scheduling/leading of crew members, developing goals and budgeting. The Assistant Superintendent must be self-motivated...
with a passion for maintaining Member- Guest conditions on a day in and day out basis. Candidates must have at least one season of previous managerial experience and have the ability to lead and delegate job duties to a maintenance team of 20 employees during the peak season. The Assistant Superintendent will be expected to supervise maintenance work to achieve the most efficient utilization of workers and equipment while maintaining effective employee and member relations. The Assistant Superintendent must possess a strong knowledge base of the maintenance of a golf course which includes, but is not limited to hand watering, operating and troubleshooting of an automatic irrigation system, pesticide/ fertilizer applications, and IPM measures. The Assistant Superintendent must have at least one season of experience applying plant protectants and fertilizers. Previous project experience is a plus, but not required. The Assistant Superintendent must be capable of safely operating most equipment and have the ability to problem solve while completing assigned duties proactively and in a timely manner. Bi-lingual, (Spanish & English) candidates as well as avid golfers will be strongly considered.

The Assistant Superintendents share several organizational and administrative responsibilities which include:

- Maintain a thorough, accurate and organized inventory database of the department’s fertilizers, pesticides and supplies.
- Track and maintain payroll duties in an organized manner. These duties include ensuring accurate clock in and clock outs on a daily basis. Process, file and record time off request and paid time off forms as they are requested. Complete bi-weekly payroll documents with our Payroll/ Accounting Office.
- Monitor the use of general supplies, inventory them and re-order as needed within financial parameters.
- Conduct monthly safety meetings with staff, testing the employees on information taught and reporting these monthly training meetings to our club Safety Committee.
- Recruit, hire, train and mentor all employees including interns.

The Assistant Superintendent can expect to work on average 60-90 hours per week during the months of May-September with every other weekend as scheduled time off. Less demanding hours during the spring, fall and winter months can be expected. Our chosen candidate will be one that is career driven, has a “can-do” attitude and has a passion to advance in the turfgrass industry. The Assistant Superintendent will be required to obtain a PA Pesticide Applicators License (paid by club) following hire date if not already obtained.

Experience

- **Education Requirements:** Graduate of a Turfgrass Management certificate program or Turfgrass Science bachelor’s degree.
- **Experience Requirements:** 1 season of previous management/ supervising of crew members is required with a minimum of 3 seasons maintaining golf courses. 1 season of experience in making plant protectant and fertilizer applications is also required.
- **Special Skills & Character Traits:** The Assistant Superintendent must be a team player, communicate effectively with others and have a strong passion for maintaining member/ guest conditions on a daily basis. The Assistant Superintendent must possess a “can do” attitude with the drive and ambition to help the team in achieving the goals set forth for the Green Department.

Course Information & Club Profile

Berkshire Country Club is a private facility that is rich in tradition, founded in 1899, began as a 9 hole golf course in the Reading suburb of Wyomissing. In 1902, the club purchased land in Bern Township where John Reid laid out 9 holes on 60 acres. In 1916, world renowned architect, Willie Park, Jr. was hired to design an 18 hole golf course over the existing 9 holes with additionally purchased land. The club is well known for its family oriented activities
which include golfing, swimming and tennis. The club currently has over 550 total members with approximately 350 being golfing members and records on average 17,000-20,000 golfing rounds per year. The Berkshire Country Club is in the process of strategically planning for future capital improvements to the golf course and grounds that include, but are not limited to: the design and installation of an irrigation system which encompasses an irrigation retention lake, drilling of wells and obtaining access to a nearby river for irrigation water, green restoration project, installation of a new swimming pool and tennis courts as well as several additional course improvements that will be executed under the direction of our course Master Plan implemented by Forse Design.

**Mail or E-Mail Applications To:**

- Andrew Dooley  
  Golf Course Superintendent  
  1637 Bernville Road  
  Reading, PA 19601
- andrewd@berkshirecountryclub.org
- 610-374-2952