2nd Assistant/Foreman Golf Course Superintendent

JOB DESCRIPTION AND EMPLOYMENT NOTICE

Broadmoor Country Club, a private member owned club in western Indianapolis, is currently seeking an individual with the following criteria. Broadmoor was established in 1922, and is an 18 hole Donald Ross design with Bent/Poa greens, tees and fairway turf. Currently Broadmoor has a golfing membership of 290 private members, a Toro Site Pro irrigation system and very adequate resources. The Club has been consistently ranked highly due to the old classic Donald Ross design, Master Plan Restoration and the meticulous maintenance program offered on a daily basis. Additionally Broadmoor is a yearly host of various state-wide events and qualifiers.

Please send all inquiries and resumes by e-mail to:

Chris L. Hague, CGCS
2155 Kessler Boulevard West Drive
Indianapolis, Indiana 46228
Cell 317-496-3556
chaguesupt@broadmoorcc.com

Compensation Package:

> Position is available – January 8, 2014
> Full Time/Full Year 12 month Position.
> Starting Hourly Rate of $12.00 to $14.00/hr. depending on qualifications plus overtime.
> Health Insurance premiums shared by Broadmoor and yourself.
> 6 paid holidays per year.
> 6 paid sick leave days per year.
> 1 week of vacation available after 1 year of service, two weeks after 2 years.
> Provide registration to Midwest Regional Turf Foundation activities and convention.
> Provide regional continuing education training as needed.

Definition: The individual who is hired and will be under the direct supervision of the Golf Course Superintendent and the First Assistant. The position is designed
to give this individual practical experience in all aspects of golf course maintenance including but not limited to equipment operation, pesticide and nutrition applications, all hand tool work, irrigation repair, tree removal and to participate in the supervision and scheduling part of the business. This would include handling weekend schedules in the absence of the Superintendent or 1st Assistant.

He or she is expected to participate and eventually assist in the direction of construction and maintenance relative to all areas on the golf course including, greens, tees, fairways, bunkers, driving range, amenity properties and the irrigation system. This could also include related work that will contribute to the overall improvement of this facility.

**Employment Requirements:**

This individual should have practical working knowledge of how a golf course should be maintained, including the construction and maintenance of greens, tees, fairways, bunkers, trees and the irrigation system.

This individual should have some practical working knowledge of the different types of turf grasses, plants, weeds, diseases, and insects that are common to our region. He or she should have or obtain an Indiana Pesticide Applicator’s License in their first 30 days of employment.

This individual should have practical working knowledge of the different types of fertilizers, pesticides, wetting agents and soil conditioners that will be used to control and maintain many of the above. The individual should also have a degree, similar certificate or retain enough working knowledge through proven continuing education or experience in turf grass and golf course management to meet all requirements.

This individual must also be prepared to work, function and converse in a multi-faceted ethnic staff environment when the need arises.

**Duties Performed:**

- You will eventually be a part of the hiring, coaching or termination of all grounds crew staff members although the primary responsibility falls on the Superintendent. However, the 2nd AGCS may be involved in the preliminary screening of new staff members as well as helping with the training and orientation of said staff. You may also need to participate in the implementation of appropriate disciplinary action as needed depending on individual circumstances of employee problems that may arise.

- The 2nd AGCS should arrive to work at least 15 minutes before a majority of the staff. Not only does this set a good example but allows for the preparation of equipment, plans and materials for the coming day. It will be your responsibility, on occasion, to ensure that everything is put away and locked up before the end of the day.
• The 2nd AGCS should be aware of the daily work schedule that is posted on the assignment board the evening before. All second jobs of the day should also be posted at that time. Work assignments will then be handed out by either the Superintendent or the Assistant, and explained in a manner that is well understood the following morning. Alterations in the morning will only be done as a reaction to weather circumstances or a change in the member golf schedule.

• The 2nd AGCS must take an active role in the overall organization and maintenance of all shop facilities, buildings, storage locations and debris piles in such a way to set a tone for complete efficiency and safety at all times.

• The 2nd AGCS and the mechanic should assist the staff in getting equipment started each morning and help the crew, whenever possible, work as efficiently as possible.

• During the 12 month calendar year the 2nd AGCS will need to be flexible for some possible 2nd shift work that may occur such as pesticide applications, hand water monitoring, special projects, snow removal and any other task deemed necessary that may take place in the latter part of a work day or require extra supervision. In these limited cases you may be asked to alter your work schedule to begin and end somewhere in the possible noon to 10:00 pm time period.

• The 2nd AGCS will share all fertilizer/pesticide application and irrigation repair/adjustment responsibilities with the First Assistant to insure a best management outcome. This individual will also, on occasion, work with the 1st Assistant in keeping a daily log of crew activities, applications, weather data and other forms of miscellaneous administration.

• The 2nd AGCS may train new crewmembers in the safe and efficient operation of machinery and various other jobs on the course. You will be responsible for instructing a once per month formal training session on a variety of subjects.

• The 2nd AGCS will actively participate in the daily workload and will be assigned work just as any other member of the staff. You are expected to become cross-trained in every maintenance task available in the first 60 day introductory period of employment.

• The 2nd AGCS should uphold a professional image on and off the golf course at all times. He or she should also dress as neatly and appropriate as possible.

• As part of your preparation for becoming a future 1st Assistant Superintendent you will be asked to perform several administrative duties on an on-going basis that will help your overall skills which could include items of a financial, miscellaneous record keeping and personnel tracking nature.
Summary: The primary function of the 2nd AGCS is to acquire adequate knowledge to aid the Superintendent and 1rst Assistant in all areas of responsibility with regard to the overall maintenance atmosphere of the golf course, buildings, equipment and miscellaneous club facilities. This position is designed and implemented to provide a self-motivated fairly inexperienced individual with all the necessary skills and experience to move into an advanced position at the end of a one year period if needed.

The 2nd AGCS with adequate “on the job training” should be of such quality as to enable him or her to take complete charge of the maintenance operation during the short absences of the Superintendent or 1rst Assistant. In fact, should the 1rst Assistant resign, become ill or be on a leave of absence, there should be no hesitation on the part of the Superintendent to ask a well qualified 2nd AGCS to assume control. Everything the 2nd AGCS does while employed should be done with the ultimate career goal of becoming a Superintendent either here at Broadmoor or anywhere else for that matter in the future.

Acknowledgement, ___________________________ Date ________

Revision 11/2013