



General Job Description of the role of Head Superintendent

A fuller Job Description will be created for the successful candidate.

1. Personnel & Training:

- Responsible for the hiring, training, scheduling, supporting, reviewing, disciplining and terminating of the Assistant Superintendent and Grounds Crew.
- Responsible for conducting check-in meetings based on the company performance review schedule, providing constructive feedback to staff under supervision and collecting feedback from staff to improve setup processes.
- Establishes job descriptions and position standards for the department, with the support of the Director of Operations.
- Establishes and monitors health and safety policies and regulations for the department by keeping abreast of government policies and regulations.
- Monitors staff grooming and compliance with dress code policy.

2. Golf Course Maintenance:

- Provides and maintains a golf course that continually exceeds guest expectations, by continuously improving the course and grounds, conducting regular maintenance practices throughout the season.
- Focuses on playability and fair course conditions, with a core emphasis on fun, value, and consistent playing conditions.
- Ensure playing conditions are at or higher than industry and local competitor standards.
- Properly prepare the course for winter by making appropriate and timely end-of-season chemical and fertilization applications.
- Mowing, aerating, raking, edging, fertilizing, and any other necessary functions to maintain quality course conditions.
- Responsible for daily garbage and recycling pickup, both on the course and in all facilities on the property.
- Maintains pathways, ponds, and irrigation systems, including winterizing and preparing them for spring/fall.
- Orders plant and fertilizing material, supplies, and equipment and keep records.

3. Planning & Control:

- Schedules, plans, organizes, and coordinates all golf course maintenance and improvements.
- Oversees the maintenance and replacement of equipment, including golf carts and maintenance equipment, by establishing and following a regularly scheduled maintenance plan for each piece of equipment, with the goal of maximizing useful life. Maintaining and updating records as appropriate.
- Maintains appearance, upkeep and cleanliness of the golf maintenance facilities.
- Monitors and adjusts the golf maintenance operational plan.
- Manages operational and capital budgets, with a focus on controlling labour, capital investments, and inventory.
- Ensures all requirements are met in yearly environmental audit (IPM accreditation, record keeping).
- Communication with the Golf Operations Team.

4. Communication:

- Consults daily with the Golf Operations team to review any concerns affecting course conditions and playability.
- Takes active role in recommending innovative and interesting activities to the Golf Operations team to provide additional value for members and other guests.
- Participates in monthly golf tournament meetings with the Golf Operations and Food & Beverage Operations Managers.

5. Working Relations

- Collaborates with internal operational, leadership and support teams to influence and gain support.
- Develops a working relationship within the company that will attain and maintain a high level of employee morale.
- Provides adequate advice, counsel and support to all operating departments that will aid them in achieving their goals.
- Conducts themselves in such a manner to encourage fellow employees to follow, thus enhancing the status of the position and that of the company.
- Develops, maintains and disseminates the basic company philosophy of Management and policies to all present employees and the newly hired personnel.
- Provide proper reporting to the Director of Operations, General Manager and Board of Directors for golf course maintenance and health & safety activities.

6. Requirements:

- A minimum of 3 years on-course experience in all facets of turf management and a degree or diploma in turfgrass management.
- Possess valid pesticide license (IPM).
- Management or Supervisor experience in a golf course management setting.
- Ability to maintain and repair irrigation equipment.
- Ability to maintain and repair golf equipment.
- Valid driver's license.
- Ability to work in a team environment.

- Effective interpersonal and leadership skills required.
- Strong organizational skills.
- Ability to work independently with little supervision.
- Troubleshooting and problem-solving skills.
- Strong attention to detail.
- Safety conscious.

7. Measured Against:

- Budgetary goals (key factors: labour cost and inventory/supplies).
- Golf course condition.
- Course set up to assist with the pace of play on the golf course.
- Maintenance records.
- Cleanliness of all facilities under their supervision.