

JOB DESCRIPTION – SUPERINTENDENT, OKANAGAN GOLF CLUB

POSITION TITLE:	Superintendent
DEPARTMENT:	Grounds Maintenance
COURSE:	The Okanagan Golf Club
REPORTS TO:	General Manager
JOB TYPE:	Year-Round, Full Time, Salary
APPLICATION DEADLINE:	February 16, 2018
START DATE:	April 1, 2018



About The Okanagan Golf Club – 36-hole facility

The Okanagan Golf Club, owned and operated by the GolfBC Group, is a 36-hole Championship facility located in Kelowna, BC. With two distinctive 18-hole courses (the Quail and the Bear), The Okanagan Golf Club delivers the kind of sheer exhilaration that will impress even the most discriminating golfer.

The Quail

The Quail is a magnificent par 72, 18-hole championship golf course that has become an Okanagan Valley favourite since the day it first opened. Designed by renowned golf course architect Les Furber and built in 1994, at 6,794 yards, this unique course features dramatic elevation changes and breathtaking views.

The Bear

The Bear Course was designed and planned by Nicklaus Designs and built in 1998. The Bear is an 18-hole, 6,885 yard, par 72 masterpiece unlike any other golf course in British Columbia with dramatic sculpted fairways surrounded by the forests and sage brush hills of B.C.'s sun-drenched southern interior.

For more information on The Okanagan Golf Club, visit www.golfbc.com.

JOB SUMMARY

The Okanagan Golf Club is seeking a dynamic, forward thinking Superintendent to lead the Grounds Department Team. Reporting to the General, this position is responsible for the coordination of the Golf Course Grounds conditioning and execution of all golf course related maintenance department activities. The successful candidate will have a keen eye for detail and be able to recognize the importance of contributing to the team environment and providing excellent playing conditions to Members and Club guests.

POSITION OBJECTIVE

1. To ensure the proficient operation of the Golf Course Grounds Department and all related golf course maintenance activities and practices
2. Work and operate the Maintenance Department within approved annual budget and be active in business development
3. To hire, coach, develop and motivate Team Members to reach their full potential
4. To ensure that exceptional guest service is provided and that members and guests enjoy course conditioning that is conducive to a 36-hole championship facility

STRUCTURE

Reports to: General Manager

Direct Reports: Assistant Golf Course Superintendent, Mechanic, Foreman and Grounds Maintenance Team Members

DUTIES AND RESPONSIBILITIES

1. Golf Course Maintenance

- Oversee the aesthetic appearance of the Golf Course property
- Maintain the 36-hole course in excellent playing condition
- Maintain all grounds within the Golf Course property including open spaces, wooded areas, unused acreage and areas outside the perimeter fence and sod farm and nursery
- Oversee, develop and maintain drainage, irrigation and watering systems
- Select and prepare proper fertilizers and nutrients for all plant types
- Supervise all planting, fertilizing and care of turf, plants, shrubs, trees and other landscapes on golf course
- Assist and oversee the maintenance and repair of all equipment pertaining to golf course maintenance
- Supervise personnel on the operation of equipment
- Responsible for inventory control and protection of all assets relating to Grounds Maintenance
- Keep accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications, etc.
- Responsible for preparation and administration of Grounds Maintenance budget
- Purchase and receive goods and services according to company policy

2. Golf Course Construction and Upgrades

- Prepare annual budget renovation plan, capital plan and 5-year plan for department

- Render professional advice, opinions, assistance and services to the facility's managing body as required
- Act as a liaison with land development projects and adjacent property
- Coordinate and oversee the completion of all renovation projects on the Golf Course property
- In a timely and efficient manner provide all required assessments and reports to the appropriate departments
- Participate in all long-range planning meetings
- Maintain on-going course development and golf course improvement projects

3. Health and Safety

- Implement and enforce comprehensive safety program for Team Members, members and guests on course in compliance with local, municipal and provincial laws
- Ensure that the club standards and approved methods of service, safety, cleanliness and integrity are met

4. Team Member Development

- Interview, hire, train, direct and supervise Team Members to provide exceptional conditions to consistently meet and exceed member and guest expectations
- Create an inspirational work environment through strong leadership and mentoring
- Oversee scheduling and routing of personnel and equipment to accomplish the work
- Provide leadership, motivation, and direction to Grounds team
- Ensure timely and ongoing training of direct reports
- Provide regular communication and feedback to Grounds team
- Conduct formal performance evaluations semi annually
- Develop a team-oriented environment, dedicated and committed to quality and guest satisfaction
- Ensure that GolfBC human resource policies promote the fair treatment of all Team Members
- Evaluate team members assigned to the department
- Provide accurate records for all personnel in the department

5. Guest Experience

- Become knowledgeable and able to answer basic questions about the property and company
- Develop a maintenance team that are knowledgeable and able to answer basic questions about the property and company
- Ensure that Team Members are trained to exceed guests' expectations
- Ensure that each guest receives consistent service and products

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

Technical Skills and Knowledge

- Solid understanding of the golf club environment and industry
- Background in Golf Course/Turf Care Management
- Relevant education in agronomy or plant and soil science
- High degree of administrative and executive ability, especially in terms of problem solving and decision making
- Knowledge of current federal and local laws and regulations affecting the management of golf course operations
- Valid BC Pesticide Applicators Certificate or ability to obtain one within 90 days
- Strong public relations and human resources knowledge

Abilities

- High level of organizational skills
- Exceptional communication and leadership skills
- Quick evaluation and decision-making abilities
- Innovative thought process
- Strong comprehension of English Language (oral and written)
- Must be able to work in a fast-paced environment
- Must be organized and maintain a positive attitude

WORK CHARACTERISTICS

- Primarily outside work with some inside work required
- Will be required to work on a shift basis, including weekends, evenings and holidays when necessary

Please send your resume and cover letter by February 15, 2018 to:

Dan Matheson, General Manager, The Okanagan Golf Club - dmatheson@golfbc.com

And

Brett Finlayson, Superintendent, Olympic View Golf Club – bfinalyson@golfbc.com