



## JOB POSTING – Olympic View Golf Club

<b>Position Title:</b>	Equipment Technician	<i>Olympic View Golf Club is a Bill Robinson design 18-hole championship golf course with a superb practice facility, the award winning GBC Golf Academy, magnificent clubhouse and Forester's Restaurant. Located in beautiful Victoria BC, Olympic View delivers on the golfing and culinary experience with exceptional service, stunning scenery, spectacular waterfalls and meticulous course conditioning.</i>
<b>Department:</b>	Grounds Maintenance	
<b>Reports to:</b>	Superintendent and Assistant Superintendent	
<b>Job Type:</b>	Full-Time, Year-Round Salary	
<b>Application Deadline:</b>	Open until the position is filled	
<b>Start Date:</b>	Flexible	

### POSITION OBJECTIVE

1. To help ensure the proficient operation of the Golf Course Grounds Department and all related golf course maintenance activities and business development
2. To ensure all equipment maintenance, repairs and setup to grounds equipment, company vehicles and fleet of golf carts
3. To help coach, develop and train Team Members
4. To ensure that exceptional customer service is provided and that our guests enjoy a great golf experience

### STRUCTURE

Reports to: Golf Course Superintendent and Assistant Superintendent  
Direct Reports: Assistant Equipment Technician, Equipment Operators and Greenskeepers

### DUTIES AND RESPONSIBILITIES

1. **Equipment Maintenance**
  - Maintain a preventative maintenance program within budget, source and purchases repair parts and replacement supplies
  - Maintenance and setup of mowing equipment to ensure high levels of turf quality
  - Inspect, diagnose and repair mechanical, electrical and hydraulic defects/ failures on all golf course equipment
  - Spot-check equipment on course and make emergency repairs to equipment on course
  - Order and maintain appropriate levels of inventory including: parts, lubricants and fuel
  - Keep a complete set of records for equipment, including: parts, inventory, equipment conditions, costs of repairs and preventive maintenance including labour for all equipment
  - Create and implement an equipment maintenance schedule in coordination with a 10-year replacement schedule
  - Participate in capital equipment decision making
  - Participate in creation and management of the Equipment Repair and Maintenance budget

- Communicate regularly with the Superintendent regarding day-to-day expectations, equipment repairs/maintenance and projects via email, meetings and weekly reports
- Communicate to Team Members equipment malfunctions, safety concerns and cleanliness
- Ensure maintenance facility upkeep, organization and cleanliness
- Ensure that the club standards and approved methods of service, safety, cleanliness and integrity are met
- Exhibit high level of ethical conduct, cooperation, work and communication skills
- Be polite and courteous to all guests and fellow Team Members
- When necessary, assist with on-course maintenance or projects
- Any other duties as directed by management

**2. Health and Safety**

- Adhere to the safety policies in place for team members, as well as Members and guests of the club
- Ensure all equipment meets or exceeds safety requirements

**3. Team Member Development**

- Train, motivate and lead the Assistant Equipment Technician, ensuring productivity and efficiency
- Participate in the training of safe operation of equipment, desired cleaning techniques and preventative maintenance
- Model what is to be expected by all Team Members through passion, authenticity, integrity, innovation and excellence

**4. Guest Experience**

- Become knowledgeable and able to answer basic questions about the facility and company
- Assist in developing a maintenance team that is knowledgeable and able to answer basic questions about the facility and company
- Assist in ensuring Team Members are trained to exceed guest expectations
- Ensure each guest receives consistent service and products

**5. Promotion**

- Promote Olympic View and GolfBC throughout the community and industry
- Promote Olympic View and GolfBC's Core Values and Core Standards
- Be an ambassador for Olympic View and GolfBC
- Attend to guest requests/needs and complaints as required

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

**1. Technical Skills, Knowledge, and Qualifications**

- Solid understanding of the golf club environment and industry
- A minimum of 2 years relative experience
- Technical education related to field
- Strong fabrication and welding skills
- Thorough knowledge and skills in maintenance of diesel, gasoline, hydraulic and electrical equipment
- Knowledge of reel mower setup and grinding techniques

- Proficient with Microsoft Office and various other computer programs

## **2. Abilities**

- Self-driven and positive attitude
- Excellent communication skills (written and oral)
- Quick evaluation, good problem solving and rational decision-making abilities
- Strong public relations, human resources and leadership skills
- Must be able to meet deadlines
- Must be able to manage and work in a fast-paced environment while being able to maintain organization
- Must be able to manage and work efficiently in a non-supervised position
- Ability to operate a wide variety of equipment

## **WORK CHARACTERISTICS**

- Primarily inside work with some outside work required
- Generally, Monday to Friday but on occasion will be required to work on a shift basis, including weekends, evenings and statutory holidays when necessary
- Fast paced environment

### **Please send your resume and cover letter to:**

Sean Wallace, Assistant Golf Course Superintendent  
Olympic View Golf Club  
[swallace@golfbc.com](mailto:swallace@golfbc.com)

**Posting closes: Open until position is filled**

### **OUR CORE STANDARDS**

Live our core standards – F.I.R.S.T.!

- Friendly and Helpful
- Initiative and Action
- Respect and Dignity
- Sales and Service
- Team and Facility Appearance