



ASSISTANT IN TRAINING
JOB DESCRIPTION AND EMPLOYMENT NOTICE

Broadmoor Country 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 Toro Site Pro irrigation system and a \$760,000 operation budget. The Club has been consistently ranked highly due to the old classic Donald Ross design, Master Plan Restoration and the meticulous maintenance program. Additionally Broadmoor is a yearly host of various state-wide events and qualifiers.

Please send all inquiries and resumes to:

Chris L. Hague, CGCS
2155 Kessler Boulevard West Drive
Indianapolis, Indiana 46228
Fax 317-255-6629
Cell 317-496-3556
chaguesupt@broadmoorcc.com

Compensation Package:

- >Position is available December 16, 2009
- >Full Time/Full Year Position.
- >Starting Hourly Rate of \$10.00 to \$13.00/hr depending on qualifications plus overtime.
- >Health Insurance premiums shared by Broadmoor and yourself, currently a 6 month waiting period in affect.
- >6 paid holidays.
- >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:

This is an individual who is hired and 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 an every other weekend schedule in the absence of the Superintendent or 1rst 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 practical working knowledge of the different types of turf grasses, plants, weeds, diseases, and insects that are common to our area. He or she should have or be willing to get an Indiana Pesticide Applicators 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 ***Assistant In Training*** 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 ***Assistant In Training*** 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 ***Assistant In Training*** 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 ***Assistant In Training*** 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 ***Assistant In Training*** 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 ***Assistant In Training*** will need to be flexible for some possible 2nd shift work that may occur such as pesticide applications, hand water monitoring, special project, snow removal and any other task deemed necessary that may take place in the latter part of a work day or require some 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 ***Assistant In Training*** is responsible for all fertilizer and pesticide record keeping and the training of new sprayer technicians. 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 ***Assistant In Training*** 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 ***Assistant In Training*** will actively participate in the daily workload and will be assigned work just as any other member of the staff.
- When reprimanding an employee it should be done in a discreet manner to avoid embarrassment of the employee. If a problem exists with an employee that cannot be solved satisfactorily bring it to the attention of the Superintendent. Please follow the philosophy of “praise in public” and “criticize in private” at all times when you are in a supervisory capacity.
- The ***Assistant In Training*** 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.

- It is very important that when discussing matters of a delicate nature that it be kept in confidence. These matters should not be discussed with any one else unless you are directed to do so. This includes member and staff personnel confidential information.
- Conversations with members are to be courteous. Exercise discretion while doing a job that is disruptive of play. Any problems, concerns or conflicts with a member should not be discussed with that member, but brought to the attention of the Superintendent so it can be handled in an appropriate manner.
- As part of your preparation for becoming a future 1rst 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.

Summary:

The primary function of the *Assistant In Training* is to acquire enough knowledge to aid the Superintendent and 1rst Assistant in all areas of responsibility with regard to the maintenance of the golf course, buildings and miscellaneous club facilities. This position is designed and implemented to provide a self motivated individual with all the necessary skills and experience to move into an advanced position at the end of a two year period.

The *Assistant In Training* 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 die, there should be no hesitation on the part of the Superintendent to ask a well qualified *Assistant In Training* to assume control. Everything the *Assistant In Training* does while employed here 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 _____