Oki Golf Job Description – Assistant Superintendent

ABOUT OKI GOLF:

At Oki Golf, Our business is hospitality! We are committed to a culture that encourages growth and development, recognizes team member's hard work and commitment to service, and rewards team members for process improvement ideas and going above and beyond. If you truly have a passion to serve others and are committed to working hard, this is the place for you.

POSITION SUMMARY:

As the Assistant Golf Course Superintendent, you will have responsibility for assisting the Golf Course Superintendent in golf course maintenance, equipment repair & maintenance, club house grounds maintenance, landscaping and related structures and buildings maintenance (pump stations, comfort stations, etc.). In this position, you may also assist with hiring and training, and providing direction for team members within company set processes and guidelines. In partnership with the Superintendent, you will be responsible for meeting or exceeding the established standards for guest satisfaction as well as labor cost & control management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Proactively develop innovative ideas to facilitate the continual delivery of exceptional quality products and profit contributions to the company.
* Daily implementation & adherence to Oki Golf universal standards.
* Assist in maintaining a daily record log for weather, course conditioning, cultural practices, equipment maintenance, fertilizer and pesticide applications, etc.
* Encourage, mentor, coach, train and develop team members to ensure their maximum value to Oki Golf so that the guest experience is realized.
* Ensure proper safe work environment to include compliance with OSHA/WISHA and Oki Golf guidelines and standard operating procedures.
* Interview and hire positions for the turf department; equipment manager, irrigation & spray technician and all seasonal team members in partnership with the golf course Superintendent
* Lead by example; set the benchmark for performance for the department in the areas of motivation, sense of ownership, and dedication to quality of product.
* Coach, mentor, lead by example and hold all team members accountable for their areas of responsibility.
* Complete administrative tasks such as scheduling, performance reviews and editing time for payroll functions in a timely manner.
* Supervise team members by carrying out the responsibilities in accordance with Oki Golf policies and procedures. This will include planning, assigning and at times, performing activities/duties of team members.
* Implement new methods and procedures designed to minimize operational costs and maximize resources.
* Schedule to proper business levels and within budgeted staffing guides.
* Be able to work weekends and holidays, mornings and evenings as business requires.
* Positive and proactive supervisory, leadership, management and coaching skills.
* Deliver strong, professional and company-appropriate communications, both written and verbal.
* Ability to communicate on various levels to include team members, guests, vendors and contractors, at all times showing tact and diplomacy as a senior representative of Oki Golf.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Basic knowledge of ordering/purchasing, inventory control, budget management and P&L accountability.
* Ability to multi-task while remaining focused on the key objectives of the property, department and position.
* Basic knowledge of computer skills to include Microsoft Office programs, e-mail and the Internet.
* Must be comfortable and willing to “roll up the sleeves” and lead by positive example.
* Be able to work weekends and holidays, mornings and evenings as business requires.
* Independent decisions are made with sound judgment and are consistent with Oki Golf core values.
* Bachelor of Science Degree in Turf Science, Landscape, Agronomy or similar field, or equivalent work experience.
* Restricted Pesticide License.
* Ability to compute rates, rations, proportions, percentages, area, circumference, volumes of cones, cylinders, etc.
* Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
* Ability to calibrate sprayers, spreaders, scientific instruments, computer software, irrigation systems, etc.
* Ability to operate basic software including word processor, spreadsheets, e-mail and irrigation control software.
* Basic understanding of preventative maintenance systems.
* Basic understanding of mechanical operations of engines and hydraulics for guidance of equipment managers.
* Basic understanding of irrigation systems and components related to best practices in consideration of agronomics.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member must:

* Lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis
* Have the ability to lift 50 pounds frequently.
* Frequently exposed to moving mechanical parts (and associated noise levels related to) and outside weather conditions.
* Occasionally exposed to high, precarious places; fumes or airborne particles, toxic or caustic chemicals and vibration.

BENEFITS AND PERKS:

Oki Golf offers an impressive collection of benefits! Some benefits include:   
  
(35hrs + per week) may be eligible for:

* Medical/Dental/Vision/Telehealth Coverage
* FSA options
* Company paid Life Insurance and Long Term Disability
* 401(k) with company match
* Paid Vacation

(30hrs + per week) may be eligible for:

* Medical/Telehealth Coverage
* FSA options

All Team Members:

* 401K with company match
* Golf Benefits, Meal and Merchandise discount
* Paid Sick Time
* Team Member Referral Program and more!

*Oki Golf is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.*

*All employment decisions at Oki Golf are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.*