



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<u>1. Department Name:</u> Maintenance	<u>2. Position Title:</u> Assistant Superintendent of Golf Course Maintenance	
<u>3. Department:</u> Twin Warriors Assistant Superintendent	<u>4. Physical Work Address:</u> 1301 Tuyuna Trail, Santa Ana Pueblo, NM 87004	
<u>5. Name/Title Supervisor:</u> Matt Alcalá / Superintendent	<u>6. Supv. Cell Phone:</u>	<u>7. Supv. Work Phone:</u>

8. Position Status:

<input checked="" type="checkbox"/> Regular Full-Time	Regular Part-Time	Occasional	Seasonal	Emergency
Exempt	<input checked="" type="checkbox"/> Non-Exempt			

9. The duties and responsibilities and/or services provided:

Under the direct supervision of the Superintendent of Maintenance, the Assistant Superintendent assists in maintaining turf golf courses. The Assistant Golf Course Superintendent will supervise and help train the maintenance staff to provide golf course/playing conditions commensurate with the expectations of guests at a high-end destination resort and within established budgetary guidelines; assist the Golf Course Superintendent in staff selection, employee reviews, training and scheduling processes; supervise all course operations, including irrigation operations, seasonal agronomic practices, and application of all pesticides, fertilizers and soil conditioners; possess interpersonal skills needed to effectively lead and motivate the maintenance team daily. Able to communicate effectively with the Pro Shop staff as it relates to daily operations, special events and maintenance schedule; must be able to serve as the Superintendent of Maintenance in his/her absence. Handle all administrative duties including accounts payable and biweekly timekeeping according to required deadlines. Must be proficient in computer irrigation software operations (NIMBUS).

10. Minimum Qualifications:

Associates degree or Bachelor degree in Agronomy, Plant Science, or Turf Grass Management and 3-5 years of golf course maintenance experience or any combination of education and experience sufficient to perform the duties of the position. NM Pesticide Applicators License or ability to obtain such within 90 days of employment. Valid Driver's License with acceptable driving record for the past three years.

11. Knowledge Required:

- Knowledge of the equipment, tools, materials, methods and procedures used in golf course maintenance and construction.
- Knowledge of various soils, plants, grasses, shrubs, and trees used on golf courses, and the proper methods of planting, cultivating and maintaining them.
- Knowledge of the methods of diagnosing and treating diseased trees, shrubs, plants and grasses found on a golf course.
- Knowledge of various fertilizers and chemicals used in golf course maintenance and their proper applications.
- Knowledge of the methods and procedures used in the operation and maintenance of large area automated irrigation systems.
- Knowledge of basic mechanics and preventative maintenance of golf course maintenance equipment.
- Knowledge of pump house maintenance and operation.

Skills Required:

- Communicate proficiently with employees, supervisors and general public using clear and professional language.
- Basic personal computer skills including Excel spreadsheets, Word programs, and irrigation software.
- Writing and typing skills.
- Manage and coordinate projects with other departments and sister properties including the Hyatt Regency Tamaya, Resort and Spa, SSI, Utilities Department, Department of Natural Resources and Santa Ana Star Casino.
- Monitor all expenses as well as code invoices on a weekly basis.
- Enroll new hires into biometric time clock for electronic timekeeping system.
- Submit payroll biweekly electronic timekeeping documents in a timely manner.

Abilities Required:

- Identify turf and other plant variations.
- Identify and safely operate hand tools and power equipment used in golf course maintenance.
- Operate and program and automated irrigation program both on site and using a two-way radio or smart phone.
- Perform basic math calculations (dispersion rates) necessary to ensure proper fertilizer and pesticide applications.
- Follow verbal and written instructions.
- Recognize safety hazards and apply proper safety precautions.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Drive all company vehicles in a safe and courteous manner.
- Effectively assign and direct the work of assigned personnel.
- Stand, walk, kneel, climb, stoop, crouch, and reach for extended periods while performing maintenance work.
- Ability to work at heights from ladders.
- Ability to work outdoors year-round in a variety of weather conditions.
- Frequently lift and carry objects such as tools and bags of fertilizer weighing up to 50 pounds; and to occasionally lift and carry with other associates equipment such as mowers and the like weighing up to 100 pounds.

12. Duties and Responsibilities of the position.

Duties/Functions/Tasks

- The Assistant Superintendent will work under the direct supervision of the Golf Course Superintendent.
- The Assistant Superintendent serves in all capacities of the Golf Course Superintendent during his/her absence.
- Assist the Golf Course Superintendent in the planning, layout, and maintenance of golf course properties, and in the supervision of the maintenance team.
- Report to work on time and complete all scheduled shifts. Also able to work weekends and on any given day may be required to work beyond scheduled shift.
- Assist other departments as needed.
- Tour golf course and practice areas daily to assess course conditions
- Maintain golf course putting greens, tees, fairways, roughs, bunkers, roads, paths, tee walk ups and related areas to the highest of standards at all times.
- Tours all landscaped areas surrounding the club house facilities, parking lots, golf school and practice range to ensure the highest of standards at all times. Notifies the Superintendent of identified issues.
- Perform seasonal aeration and top dressing of the entire golf course and as needed.
- Perform verti-cutting and light top dressing 1-2 times monthly during the months March – November
- Perform planting and maintenance of trees, flowers, shrubs and grasses.
- Assist in troubleshooting a variety of hand tools and power equipment including mowers, tractors, chain saws, string trimmers, aerators, top-dressers, and all related maintenance vehicles.
- Plan timing of and perform the application of fertilizers, pesticides and soil conditioners/amenities
- Operate, maintain, and repair irrigation and drainage systems.
- Determine priorities and assign work to assigned personnel.
- Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
- Establish work standards and assist Golf Course Superintendent with employee evaluations.
- Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- Train personnel in correct and safe methods and procedures necessary to accomplish their goals.
- Establish a good rapport with fellow team members and project a positive attitude.
- Lead by example and participate in manual labor as needed or required.
- Diplomatically supervises golf course maintenance team as required and assigned.
- Interact and communicate with the golf shop staff as it relates to daily play, special events and maintenance routines.

Maintain a clean, safe work environment and immediately report accidents, injuries and unsafe work conditions to supervisor. Ensure uniform and personal appearance is clean and professional, and follow SAGC dress and appearance rules. Maintain confidentiality of proprietary information and protect SAGC assets.

Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals.

Essential functions of this position include attendance and punctuality.

Perform other related duties as assigned by supervisors or managers. On occasion, will be under the direct supervision of the Director of Golf/General Manager.

13. SUPERVISORY RESPONSIBILITIES

NO, the position does not directly supervise others

YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

Level Definition of Authority

- 1 = Supervisor effectively recommends and/or takes action.
 2 = No authority.

Position Title(s) Supervised.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge
Foreman	1	1	1	2	2	1	2	1	2
Irrigation Tech	1	1	1	1	1	1	1	1	1
Equipment Operator	1	1	1	1	1	1	1	1	1
Laborer	1	1	1	1	1	1	1	1	1
Mechanic	2	2	2	2	2	2	2	2	2

**PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS
 (NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)**

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light				X
Seeing objects at a distance				X
Seeing objects peripherally				X
Seeing close work (e.g., typed print)				X
Distinguishing colors				X
Reading				X
Writing				X
Calculating				X
Editing			X	
Evaluating			X	
Interpreting				X
Organizing				X
Standing				X
Sitting				X
Walking				X
Running		X		
Bending, Twisting, Kneeling				X
Pushing/Pulling				X
Climbing (includes into/out of cramped spaces)			X	
Crawling (includes into/out of cramped spaces)			X	

	NA	NE	O	F
Repetitive motion of hands/fingers			X	
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X
Lifting/carrying 26-50 pounds				X
Lifting/carrying more than 50 pounds			X	
Driving (regular class D license – list under # 15)				X
Work in/exposure to inclement weather				X
Work at heights (e.g., towers, poles)			X	
Exposure to dust, chemicals, or fumes, exhaust				X
Exposure to loud noises				X
Exposure to needles or sharp items		X		
Exposure to electrical current (not outlets)				X
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)				X

13. Machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position:

Front end loader/tractor, back hoe, skid loader, Sand Pro, golf carts, utility golf vehicles, aerators, top dresser, sprayer rig, fertilizer hopper, seeder, sod cutter, trencher, string trimmers, edger, mowers, fork lift, miscellaneous hand and power tools, personal computer and applicable software packages, fax and copy machines, time recording machine, motor vehicle, telephone, two-way radio, calculator, weather station and irrigation radio device.

14. License (i.e. driver’s license), registration, permit, certification, physical or other standards etc. required by tribal, state or federal law, or regulation as necessary to perform the duties and responsibilities of the position. Please be specific.

- Member of the Golf Course Superintendents Association in good standing.
- Valid NM Class D Driver’s License with insurable driving record for the past three years.
- Must maintain valid driver’s license throughout employment with SAGC.
- NM Pesticide Applicators License or ability to obtain such within six months of employment.

15. List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are tribal law, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.

SAGC Employee Policy and Procedures, SAGC Safety Handbook.

16. Employee Certification – I certify that I have read the above statements and agree to perform accordingly to the best of my ability.

Signed _____

Date _____

Print Name _____

17. **Manager Certification** – I certify that I have read the above statements and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____

18. **Director of Golf/GM Certification** – I certify that I have read the above statements and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____