



JOB DESCRIPTION:

COURSE MANAGER/HEAD GREENKEEPER

(revised October 2012)

Role

To maintain the Golf Course to a standard that will make it recognised as one of the best in the district. Attention to seasonal programmes of work, course improvements, repair and machinery maintenance as necessary.

Job

To be responsible for presenting the Golf Course to as near perfect standard as possible throughout the playing season, ie from late March to early October, having particular regard to the Club's major and external events.

Work Performed

The course, including the practise ground extends to acres. It is a..... Course and there are not only the usual Golf Club areas - teeing grounds, fairways, putting greens, bunkers, and the like, * but also copses to be kept to reasonable grass length and paths, a stream, banks, bridges and much woodland to maintain.

Standard of Performance

The quality of the Golf Course as presented by him/her will depend to a great extent on their knowledge of Greenkeeping and skill in applying such materials as fertilizers, weed and other infestation killers or preventative treatments at the correct time of the season.

He/she must know how to operate the machines used in the tasks of mowing, spiking, scarifying, raking and so on. He/she must have knowledge and ability to maintain and repair the machinery or arrange for it to be done at local maintenance/repair agents (if applicable). The Club is affiliated to the Sports Turf Research Institute whose expert inspects the Course at least annually and recommends action to achieve desired results. He/she are required to interpret and carry out these recommendations but in addition must use their own initiative to a great extent.

Mental & Managerial Requirements

He/she must be capable of planning a programme of work to ensure that the course is maintained at a standard acceptable to the members as outlined above. In order to achieve this, he/she must be capable of planning and carrying through work programmes depending on the season and weather conditions.

He/she must have:

- ⇒ skills in management of their team of employees, being able to delegate duties and yet keep firm control of their performance.
- ⇒ an ability to carry out performance appraisals of their team at no greater than annual intervals.
- ⇒ keep abreast of modern advances in materials, methods and machinery in greenkeeping by eg being a member of and attending meetings of the British and International Golf Greenkeepers Association and advise the Club accordingly.

He/she will be expected to suggest forward Winter Programmes concerning the course, machinery, also budgets so far as is reasonably practicable and to work to a currently agreed budget.

Personality Requirements

He/she will respond to the Secretary/Manager for administrative purposes. The policy for the course is laid down by the Green Committee with approval of the General Committee and is communicated to them by the Secretary/Manager. He/she must attend all meetings of the Green Committee and report on work done on the course. He/she must be able to listen to the comments seen to be adverse. Perseverance with and completion of one or two jobs at a time is an important criteria.

Physical Requirements

The work has a very high physical requirement. Stamina and good health are essential.

Skill & Knowledge Requirements

He/she will be expected to have a qualification and experience of Greenkeeping over at least a five year period. Special knowledge of maintenance of fine turf areas is vital.

Budgeting

Planning and control, cost benefit analysis, contacts with suppliers, monitoring the use of supplies.

Manage financial resources, including control of budgets and expenditure, budgeting records, evaluation of options, communication of ideas.

Provide information to support decision making, including obtaining and storing information, analysis of information and advising and supporting others.

Meetings

Facilitate meetings, including, leading meetings, presentation of information, issuing feedback, contributing to meetings.

Staff

Develop teams to enhance performance, including assessment of staff to national standards, identification of team development needs, support and guidance, development plans, development activities, support to individuals, assess individual and team needs, improvement of development activities.

Determine and allocate work for individuals to achieve objectives, including evaluation of performance and providing feedback, prioritising work, objectives and plans, providing feedback.

Develop productive working relationships with colleagues, team members and superiors, minimise interpersonal conflict.

Misc

Other areas in which course managers may be competent include:

- Pesticide Application PA1, PA2a and PA6,
- Trained First Aider,
- Chain Saw Certificate,
- Tractor Driving,
- All Terrain Vehicle.

All work should be carried out in accordance with the Greenkeepers Code of Practice, the Greenkeepers Code of Ethics, which can be found in the Greenkeepers Training Committee Training Manual, the requirements of the Health and Safety at Work Act 1974 and the Golf Club's Health and Safety Policy.

The above job description is accepted for the purpose of performance assessment.

Course Manager/Head Greenkeeper

Secretary/Manager

Date

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