

## Job Information

Job title	<b>Assistant Superintendent</b>	Job Code: ASUPGC	Pay Grade: L
Title of immediate supervisor	Superintendent		
Department/Division	Recreation		
Prepared by	N. Pallan		
Date Created	Mar 13, 2015	Revised date	
Dept Head Signature	Originally signed by Doug Henderson	Date	March 30, 2015

## Job Purpose

Supervises and trains skilled and semi-skilled golf course maintenance workers. Maintains effective work schedules by planning, supervising and assisting in landscaped and natural areas within the boundaries of the Cedar Hill Campus. Involves technical and manual work requiring specialized skills and training.

## Duties and Responsibilities

- Ensures the safety of work crews and the public by enforcing all appropriate Municipal and Work Safe BC Regulations.
- Supervises staff and performs all aspects of the maintenance operation specific to Cedar Hill Golf Course including turf management, aerifying, fertilizing, top dressing, computerized irrigation and water management, integrated Pest Management and construction of golf course greens, tees and fairways.
- Assists in the interviewing and selection process.
- Schedules, maintains, troubleshoots and repairs all aspects of computerized irrigation system.
- Requisitions materials and equipment needed for various projects.
- Receives, records, and handles a variety of complaints and enquiries from various sources.
- Maintains and schedules golf course Pump Station and fertigation injection system.
- Schedules and implements fertility program.
- Assists mechanic with reel set ups and adjustments.
- Keeps accurate records.
- Follows proper Pesticide policy and procedures according to Municipal, Provincial and Federal regulations.
- Manages production of well chambers & alternate water sources.
- Performs other related duties as required.

## Qualifications

- Grade 12 or equivalent plus 2 year diploma in horticulture including technical training in turf management.
- Four years of experience in the maintenance and construction of golf greens, tees, fairways, sand traps, water hazards and other golf associated projects including two years of the experience in a supervisory capacity.
- An equivalent combination of education and experience may be considered.
- Valid BC Pesticide License.
- Member of a recognized turf grass organization in good standing.
- Occupational First Aid Level 1 certificate
- Valid Class 5 BC Driver's Licence.

## Physical Requirements

Sufficient health, physical conditioning, strength, stamina to permit performance of work in varying weather conditions.

**Working Conditions**

Work is performed mainly outdoors in all types of weather with some maintenance duties able to be scheduled indoors. Exposure to pesticides and fertilizers. Ability to work varying shifts including early morning, weekend and statutory holidays are required due to the continuous operations.