

PARAGON CASINO RESORT

Job Description

GOLF COURSE SUPERINTENDENT

Department:	Tamahka Trails	Reports to:	Director of Golf Operations
Job Code:	SPT01	License:	Gaming
Position Code:	SPT001	Costing:	450 4502 4520
Pay Grade:	E9	Date:	10/23/19
EEO-1 Code:	7		

SUMMARY:

Responsible for Golf Course Operations and Maintenance which includes Casino and RV Park grounds. Responsibilities include turf grass/plant material maintenance programs, property/asset management, personnel management, budget/financial management, member relations, scheduling/maintenance or irrigation systems, pesticide applications, related recording and compliance of regulatory issues. The Golf Course Superintendent works to create an environment where staff is involved and enthusiastic, with open communications and respect for themselves, members, guests and the property of Tamahka Trails and Paragon Casino Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for all phases of Golf Maintenance and Agronomic Operations, cost control and personnel.
- Works closely with, advises and coordinates with the Golf Course Operations Team and Director of Golf Operations on any issues related to golf course maintenance.
- Administers and enforces all course rules, regulations and policy and procedures for staff.
- Works closely with the Director of Golf Operations to operate the Golf Course in a fiscally responsible and professional manner.
- Must be able to work independently and a self-starter problem solver.
- Manages irrigation systems, including pump house and all sprinkler heads and computer system (NSN Toro), which will include adjusting schedules to address any irrigation issues that may be done later in the day, example “hot spots”, hand watering.
- Supervises and retains maintenance staff including the Assistant Golf Course Superintendent, conducts Associate performance evaluations and exercises disciplinary actions in accordance to policy and procedure of Paragon Casino Resort.
- Provides technical, operational and safety training for Associates to ensure that staff is working within OSHA, club safety, state and federal guidelines for safe working conditions this will include training classes with Paragon Casino Resort training department.
- Oversees the maintenance, proper use and cleanliness of all mechanical and power equipment, will also include requests for additional or replacement equipment for all capital requests. Must maintain complete and accurate maintenance records for all operation equipment.
- Delivers, consistently, high quality playing conditions, meeting and/or exceeding property standards.

- Supervises and participates in the application and recording of chemical applications (fertilizers and pesticides) on the golf course grounds in compliance with all local, state and federal regulations. Will also be required to plan and schedule all chemical applications throughout the year, creates a greens program, and maintains adequate inventory levels of chemicals.
- Assists the Director of Golf Operations in developing an operating budget and plans for maintenance and capital improvement projects.
- Orders parts, supplies and equipment as needed and also will be required to track all purchases in order to stay within allocated budget. Will also be required to prepare and attend financial meeting with the Executive Staff of Paragon Casino Resort.
- Adjusts schedules and maintenance practices around golf events and high volume days to ensure all maintenance to the course will be completed on a daily basis.
- Maintains a clean, organized, safe and functional maintenance facility at all times.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the activities of the Asst. Superintendent, Head Equipment Technician, Irrigation Technician, Spray Technician, and the activities of the Maintenance Operators.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required. BA in Agronomy preferred.

Two (2) or four (4) year degree in Turfgrass Management or related field; or a certificate in Turf grass Management with five (5) years of experience on golf course maintenance with three (3) years as Spray Technician or higher

Must be able to obtain state pesticide applicators license within 90 days of hire.

Qualifications: Working knowledge of the maintenance practices of the golf course area; the planting cultivating, pruning, and catering for plants, shrubs and trees; the characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation wells, pumps and automatic controls.

Ability to schedule and supervise maintenance work to achieve most effective utilization of workers and equipment; to

prepare clear and concise reports; and to maintain effective employee and public relations.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret written instructions, schedules and diagrams. Must be able to write clear and concise correspondence. Phone communication skills must be excellent.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to calibrate all sprayers and spreaders.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and define instructions.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools, or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate is regularly exposed to outside weather conditions.

The noise level in the work environment is usually moderate.