

PARAGON CASINO RESORT

Job Description

GOLF COURSE ASSISTANT SUPERINTENDENT

Department:	Tamahka Trails	Reports to:	Golf Course Superintendent
Job Code:	AGS01	License:	Gaming
Position Code:	AGS001	Costing:	450 4502 4520
Pay Grade:	E7	Date:	10/23/19
EEO-1 Code:	7		

SUMMARY:

Assists and participates in the maintenance of the golf course; supervises the maintenance and repair of equipment and irrigation system. Responsible for the completion of special projects; and does other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists and plans with the Golf Course Superintendent, the maintenance practices of all turf areas; assists with schedules and assists with supervision of the Associates and use of equipment.
- Instructs equipment operators on the operation and care of mowing and other equipment.
- Assists in chemical and fertilizer applications under the instruction of the Golf Course Superintendent or Spray technician.
- Participates and supervises the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
- Assists in personnel management and evaluation, associate safety, personnel discipline and may also modify the daily work schedule based on the needs of the facility.
- Assists in preparing purchase orders, inventory control and ensures accurate ordering of equipment/parts and replacement equipment/parts.
- Assists in schedules and supervises maintenance work to achieve the most effective utilization of workers and equipment.
- May serve in the capacity of Golf Course Superintendent in his/her absence.
- Reviews and makes recommendations and suggestions to hire, suspend, transfer, promote, evaluate, discipline and terminate all Maintenance Operator Associates in a fair and equitable manner.
- 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 Maintenance Operators, Golf Course Mechanic, and Irrigation/Spray Technician

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.

Two (2) or four (4) year degree in Turf Grass Management, certificate in Turf Grass Management, or related field a plus. Must have a least two (2) years of experience in golf course maintenance. Experience as a lead operator, spray tech, or irrigation tech is a plus.

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.

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.

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.

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.

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.