



**JOB DESCRIPTION:**

**DEPUTY HEAD GREENKEEPER**

*(reviewed August 2011)*

**Role**

To assist in maintaining all areas of the ..... golf course and adjacent areas, as directed by the Head Greenkeeper/Course Manager. To act as Head Greenkeeper, in his absence.

**Responsibilities**

- ⌘ To use/maintain the machinery and equipment as instructed by your line manager in the maintenance of the golf course and surrounding land.
- ⌘ You must report immediately to your line manager any deficiencies in machinery or equipment being used.
- ⌘ You must keep fully aware of all health and safety regulations and risk assessments on all machinery.
- ⌘ You will be given adequate training for this but you must ensure that you understand how to operate, all the machines and equipment you use.
- ⌘ You will be expected to attend training and other courses which will be usually in normal working hours and at expense to the club.

**Work Performed/Duties**

Your duties will be fully explained by your line manager but it is important not to undertake any task unless you feel competent to do so.

As Deputy to the Head Greenkeeper you will be expected to lead the team in his absence. This involves a professional approach and commitment to:

- ⌘ Presenting the course to as near perfect standard as possible throughout the playing season ie late March to mid October.
- ⌘ Having a good level of knowledge/skill to ensure materials such as fertilisers/weed and other infestation killers or preventative treatments are applied at the correct time.
- ⌘ Management of staff, including delegation, firm control of performance, planning short and long term, motivating the team and demonstrating self motivation.
- ⌘ Keeping abreast of modern advances in materials, machinery and in greenkeeping eg The R&A's sustainable golf course management debate and by maintaining membership of BIGGA.

You may also be requested to lead a discrete project from time to time and should regard yourself as part of the management team.

### Standard of Performance

You will be expected to display the following competencies in your role:

- ✎ Team skills
- ✎ Communication
- ✎ Technical knowledge of greenkeeping
- ✎ Problem solving
- ✎ Leadership
- ✎ Customer orientation (for members & visitors)

### Personality Requirements

You will be expected to work with other members of the staff and with golfers so you must observe the guidelines laid down for this. At certain times you will have priority over the golfers and these times will be explained by your line manager. As Deputy Head Greenkeeper you may also be required to attend committee and other sub group meetings in the absence of the Head Greenkeeper.

### Physical Requirements

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

### Miscellaneous

You will be expected after training to carry out the tasks given to you with proficiency and your attitude in this direction will be noted by your line manager. Annual salary reviews and any bonus paid are taken into account by an assessment of your ability.

You must at times wear the protective clothing and footwear provided to carry out certain jobs. You must not handle any chemical or machine which requires the appropriate certificates until you have acquired them.

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.

Deputy Head Greenkeeper .....

Secretary/Manager .....

Date .....