



Knighton Heath Golf Club

JOB DESCRIPTION COURSE MANAGER

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, i.e. 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 90 acres. It is a heathland 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 will depend to a great extent on his 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 must know how to operate the machines used in the tasks of mowing, spiking, scarifying, raking and so on. He 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 is required to interpret and carry out these recommendations but in addition must use his own initiative to a great extent.

Mental & Managerial Requirements

He 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 must be capable of planning and carrying through work programmes depending on the season and weather conditions.

He must have:

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

He 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 will respond to the General Manager for administrative purposes. The policy for the course is laid down by the Green Committee with approval of the Management Committee and is communicated to him by the General Manager. He must attend all meetings of the Green Committee and report on work done on the course. He must be able to listen to the comments seen to be adverse. Perseverance with and completion of jobs is an important criteria.

Physical Requirements

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

Skill & Knowledge Requirements

He 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.

Competencies:

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

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.

This is not intended to be an exhaustive list of duties and others may be added or be necessary to secure the proper performance of the job.

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

Course Manager

General Manager

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