



SAN JUAN OAKS GOLF CLUB
ASSISTANT SUPERINTENDENT
JOB DESCRIPTION

ASSISTANT SUPERINTENDENT
Job Description Code – 6000b

This position will be responsible for overseeing the maintenance, management and operations of a public golf course. The Assistant Superintendent is responsible for maintaining the golf course at the highest quality possible at all times. Manages and supervises assigned operations to achieve goals within available resources. This position is under general supervision of the Golf Course Superintendent. Bilingual in English/Spanish is preferred

Key duties/responsibilities of this position include but are not limited to:

- Manage maintenance operations involved in providing maintenance of greens, fairways, tees, and sand traps, bodies of water, roughs, maintenance shop.
- Oversees and assists in the mowing and maintenance of golf course fairways, rough, greens, tee area, and other open space areas; changing cups; sandproing the bunkers.
- Operate a motor vehicle to assist in carrying out the business of the maintenance department.
- Spearhead any construction projects on the course.
- Ensure proper fertilizer, sprays, and pesticides are used as needed throughout the course.
- Administer soil tests to ensure proper soil nutrition.
- Determine, calculates and secures the appropriate materials and supplies for a specific project.
- Have total knowledge of the rules of golf; be up to date on federal, state and local laws on golf course operations.
- Oversee and assists in the maintenance of the landscaping equipment including tractors, irrigations systems, sprinklers, and edgers.
- Manage maintenance employees to include but not limited to scheduling and designating specific jobs to the employees, including the coordination of daily work schedules and assign duties.
- Examine work for exactness, neatness, and conformance to policies and procedures.
- Set up and take down equipment for various programs and tournaments, prepares facilities for program use.
- Collaborate with Golf Superintendent for any corrective action of maintenance staff as needed.
- Prepare and keep records of payroll, inventory, weather, and pesticide use.
- Assure that tools and equipment are properly maintained and kept in proper working condition.
- Watch the weather stats to determine grass height and frequency of mowing of playing areas.
- Inspect the golf course and related areas to evaluate how well management standards are being achieved.
- Must be able to respond to a callout after hours to the golf course within 30 minutes of the call.
- Open and closes gates, unlock and locks facilities as needed and arm security system.
- Perform various tasks that may be assigned by superintendent.

Physical Demands: This position requires large physical demands. This employee frequently is required to stand; walk; and use hand to handle, feel or operate objects, tools or controls. Lift or move up to 50 pounds and occasionally lift and move more than 100 pounds. The employee is occasionally required to sit; climb; balance; stoop; kneel; crouch; or crawl. Must be able to handle working in extreme weather conditions from cold to hot.