

From: Marcus Duck <duckmarc@msu.edu>
Subject: 2010 Double JJ Resort
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To: Marcus Duck <duckmarc@msu.edu>



From: "Erin Flaherty" <eflaherty@doublejj.com>
Date: March 2, 2010 1:39:39 PM GMT-05:00

We are taking applications for Superintendants at our resort, Double JJ Resort. My golf pro thought we may want to post on here to see if we could get some recent graduates.

Here is our basic job description:

- Performs a variety of supervisory and skilled tasks in the maintenance and operation of golf course buildings and grounds.
- Works under the general supervision of the Operations Manager.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the department.
- Supervises the Assistant Superintendent, grounds workers, mechanics, and part-time or temporary employees, as required.
- Manages and supervises assigned operations to achieve goals within available resources.
- Plans and organizes workloads and staff assignments.
- Trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Coordinate with Pro Shop staff to coordinate tournaments, special requests and banquets.
- Communicates official plans, policies, and procedures to staff in assigned area of responsibility.
- Assures that assigned areas of responsibility are performed within budget; performs cost control
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances;
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of the same.
- Coordinates maintenance and construction activities with golf course manager to assure continual smooth operation of the golf course.
- Develops and maintains a golf course maintenance management system. Develops golf course maintenance and operating procedures and methods within limits of departmental policies and procedures.
- Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.
- Determines, calculates, and secures the appropriate materials and supplies for a specific project.
- Inspects golf course maintenance and improvement services provided by contractors or vendors for compliance with performance standards.
- Improves work methods to accomplish assigned work.
- Assists in projecting needs for equipment, materials, and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.
- Assures that tools and equipment are properly maintained and kept in proper working condition.
- Prepares and maintains daily, monthly, and annual reports and records, as assigned.
- Provides information within scope of knowledge and position.

- Oversees and assists in the mowing and maintenance of golf course fairways, rough, greens, tee area, and other open space areas; oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.
- Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the golf course.
- Attendance at work is an essential function of this position.
- Serves as a member of various employee committees, as assigned.
- May be required to maintain equipment in the absence of the mechanic.

Erin Flaherty

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Double JJ Resort

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