



JOB POSTING

Date of Notice: May 9th, 2017

Position Title: **ASSISTANT SUPERINTENDENT**

Job Location: Bandon Dunes Golf Resort - Old Macdonald

Position Reports To: Superintendent

Application Closing Date: May 16, 2017

Send Application To: Attn: Human Resources
Bandon Dunes
57744 Round Lake Road, Bandon, OR 97411
Fax: (541) 347-5850
jobs@bandondunesgolf.com

Position Summary:

Assist the Superintendent with the planning and implementing of the budget and operating plans as well as train and supervise staff. The Assistant Superintendent will be involved in all activities related to the care and maintenance of the golf course and equipment.

Primary Duties:

- Assist in the development of the annual maintenance budget and operating plan. Implement the plan according to Company operating policies and procedures to ensure cost containment.
- Assist with the planning and implementation of staffing schedules to ensure quality standards are achieved at minimum staff cost.
- Maintain the golf course in proper playing condition according to Company standards.
- Assist in the supervision of course construction projects.
- Oversee equipment maintenance and repair operations. Establish and implement a cleaning and preventative maintenance program for appropriate equipment, tools, vehicles, etc.
- Assist in the implementation and monitoring of the purchase ordering and receiving program to maintain proper inventories of supplies and ensure proper quantity and price on all purchases.
- Ensure compliance with all applicable state and federal laws, OSHA rules and regulations, relating to chemical and fertilizer storage and disposal, employee safety, public safety, etc.
- Assist with employment activities for applicable staff members, i.e. recruitment, performance evaluations, training, discipline and termination.
- Perform other duties as appropriate.

Minimum Qualifications:

- College degree preferred but not required.
- 5 years applicable functional, supervisory and/or management experience, preferably in the golf industry.
- Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

*Candidates interested in applying for this position must meet the minimum qualifications for the position.
To apply, please send a cover letter and resume to the address shown above prior to the closing date.*

Complete position description available upon request.

KemperSports is an Equal Opportunity Employer

Assistant Superintendent

KemperSports/Bandon Dunes Golf Resort