

Job Description

POSITION (Paycode):	Assistant Agronomist (D8403)
DEPARTMENT NAME: Location Assignment:	Agronomy Golf Course as Assigned
FLSA STATUS:	Hourly - Non Exempt
REPORTING:	Direct: Agronomist, Director of Agronomy Indirect: Equipment Manager and Agronomy Administrative Assistant
SUPERVISES:	Application Technician, Irrigation Technician, Lead Greenskeeper, Equipment Operator, Gardener, Greenskeeper
POSITION QUALIFICATIONS:	Must be experienced and proficient at all the duties of an Application Technician, Irrigation Technician, Lead Greenskeeper, Equipment Operator and Greenskeeper.
GENERAL WORK SCHEDULE:	5 days per week and weekend/holiday supervision rotation or as needed.

Definition:

The Assistant Agronomist reports directly to the Agronomist. Under the agronomist's supervision, the Assistant Agronomist directs and participates in the maintenance of all areas of the golf course including but not limited to greens, tees, fairways, bunkers, roughs, water features and cart paths; supervises and assists with the operation, maintenance and repair of the irrigation systems and motorized and other mechanical equipment; and does related work as required. The Assistant Agronomist may serve in the Agronomist's capacity during his/her absence as directed by the Director. In addition, the Assistant Agronomist must also be able to perform, train and assist with all the functions and requirements of the Application Technician, Irrigation Technician, Lead Greenskeeper, Equipment Operator, Gardner and Greenskeeper positions as assigned and directed by the supervisor.

General Duties:

- Because of the fluctuating demands of the resort's operation, it may be necessary that each employee perform a multitude of different functions; therefore, as an



essential part of your job, you will be expected to help others when the occasion arises, just as other employees are expected to help you. Accordingly, you may be expected to perform other tasks as needed or as directed by the supervisor.

- Adhere to all of the various written mandatory standards of operations, policies and procedures, manuals, memos, oral instructions, etc., all of which go to make up the essential functions of the job.
- Must have a keen eye for detail.
- Assistants should strive to be the first ones to arrive at work in the mornings and the last ones to leave at the end of the work day. There are lots to do before the crew starts and after the crew leaves each day. The following are minimum standards:
 - Assistants are required to get to work 20-30 minutes before the scheduled start time for their crew. This means 30 minutes is **on-time**, after 30 minutes is considered **late**, and after 20 minutes will be **documented in writing as tardy**. Assistants are expected to do the following prior to sending the crew out for their morning assignments:
 - Unlock the facilities in the mornings
 - Turn lights on
 - Check messages
 - Check the golf course
 - Check equipment needs
 - Adjust job assignment board based on crew attendance and equipment issues – Fill in for absent staff or as needed
 - Check irrigation computer
 - Perform any and all other facility opening duties
 - Assistants are also required to remain at work 20-30 minutes after the crew leaves for the day. Assistants are expected to do the following at the end of each work day:
 - Perform all Maintenance Facility closing responsibilities
 - Record daily log for each course
 - Post next morning job assignments on the assignment board
 - Schedule irrigation computer
 - Brainstorm with other Agronomists and Assistant Agronomists
 - Perform all Office closing procedures
 - Secure facilities
- Assists in planning and supervising the maintenance of greens, tees, bunkers and fairways; schedules work and supervises the employees and the use of the equipment.
- Responsible for filling out the job assignment board, keeping it updated throughout the work day and having it filled out for the next morning prior to leaving each day.
- Instructs and trains equipment operators on the operation and care of mowing and other equipment; supervises and assists in all applications and participates in the operation and calibration of all application equipment; supervises and participates in the operation and maintenance of pumps, and in the installation, repair and maintenance of irrigation and drainage systems.



- Assists in personnel management and evaluation, employee safety, personnel discipline and may also modify the daily work schedule based on professional interpretation if needed.
- Fills in to substitute for absent associates when needed to insure that scheduled activities can be implemented despite their absence.
- As directed may participate in large scale operations in the following manner: operation of equipment, repair of irrigation or other infrastructure, chemical or fertilizer application, or any other operation as deemed necessary by the Agronomist or Director of Agronomy.
- Insure agronomic and cultural programs are being achieved and to effect changes in management programs when needed.
- Responsible for: Overseeing and assisting with the regular maintenance and improvements on the golf course and assist with the maintenance and repair of maintenance equipment.

Employment Standards:

- Must possess and maintain a valid Texas driver's license or CDL, meet the requirements of driver insurability as established by the Employer's insurance carrier and must immediately report any change in status of the license to the Employer.
- Must pass pre-employment drug screen and/or background check per current employment policy.
- Two, or four year, degree...preferably in golf course or turfgrass management or related field. If degree is not specifically in turf or golf course management, candidates with other degree must have extensive training in the turfgrass or golf course management field.
- Requires advanced knowledge of agronomy and turfgrass management practices; a working knowledge of golf facility construction principles, practices and methods; basic knowledge of electricity; and a thorough understanding of the game of golf.
- Requires a high degree of problem solving abilities and professional people skills.
- Requires excellent oral and written communications skills.
- Comprehend reading materials, speak, read and write English.
- Requires participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.
- Requires current state certification or licensing as a pesticide applicator.
- Must be able to frequently use a computer.
- Must have neat and pleasant overall professional appearance.

Working Conditions/Environment:

- Majority of the work is performed outdoors in various weather and ground conditions common to Texas.



- Exposure to maintenance equipment; including but not limited to moving parts, heights, noise, airborne debris, vibration and fumes.
- Maintain a clean, safe and environmentally responsible work environment.

Physical & Mental Requirements:

- Have physical strength, stamina and agility at levels necessary to perform common golf course maintenance operations tasks.
- Employee must regularly lift and/or move up to 25 pounds, frequently lift, push and/or move up to 50 pounds for extended periods of time, and occasionally lift and/or move over 50 pounds with assistance.
- Must be able to walk, sit and stand for a long period of time, as a daily routine.
- Must be able to professionally and effectively communicate with employees, supervisors, management, members, residents and the general public.
- Must be able to ascend/descend stairs and slopes as a daily routine.
- Must be able to interact and participate with co-workers and have a sense of TEAM.

Agreement: I certify that I have received and read a copy of this job description in which I will be performing. I also certify that I possess the required skills, experience, education, and other job-related requirements for this position and can perform the essential functions of the job without accommodation(s).

Associate Signature: _____ Date: _____

Manager Signature: _____