

Berkshire Members,

The primary purpose of this manual is to provide a detailed background of information and history regarding all aspects of maintaining our golf course in exceptional condition.

It is intended to be a reference source for Directors, Green and Golf Committee members as they work together to meet and exceed goals and objectives.

Each year, we work toward consistency in our golf maintenance standards. This manual will help you better understand our objectives and how we plan to achieve our standards.

It is recommended that any change in operations or physical change on the golf course that impacts playability, be thoroughly evaluated before implementation. Forse Design Inc., "Restoration/Long Range Improvement Plan" is a road map for future improvements to the golf course.

Support staff plays a key role in our on-going commitment to maintaining our golf course to the standards expected by our membership. This publication will provide each golf maintenance employee with the opportunity to learn and better understand why we concentrate on the standards in place.

The format of this document is flexible and allows for opportunities to insert and update information each year.

Current Directors, Green and Golf Committee members will be asked to pass this manual to the new members as they finish their term.

Our rich history and traditions is a trademark in our region. It is very important that all of us work together to retain the integrity of our rich heritage.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrew Dooley".

Andrew Dooley, Golf Course Superintendent



**Berkshire Country Club**  
**“Golf Course Maintenance Standards Guide”**

## **Table of Contents**

- A. Mission, Service Philosophy and Service Standards
- B. Physical Aspects of the Golf Course
- C. Capital Improvements
- D. Golf Course Maintenance Standards and Practices
- E. Course Care and Range Etiquette
- F. Position Descriptions

## **Mission**

Today, Berkshire Country Club's golf course maintenance standards reflect a commitment to excellence, with support and on-going advice from the USGA and Steve McDonald of Turfgrass Disease Solutions via annual visits and written publications. Our on-going objective is to provide consistent playing conditions from hole to hole, and exceptional smoothness and pace of the greens. Our members, staff, golf course architectural firm Forse Design and the USGA recognize what a treasure we have in our golf course. Its rich history and tradition keep both members and staff focused on maintaining what we have within budgetary parameters.

## **Service Philosophy**

**What do we do? How do we do it?**

"We provide excellent member experiences by maintaining quality facilities and amenities, and delivering genuine personal service"

## **Service Standards**

**Safety**

**Member Focus**

**Communication**

**Quality**

## **Physical Aspects of the Golf Course**

1. The golf course is in Bern Township of Berks County Pennsylvania. Designed by golf hall of famer Willie Park Jr., the course opened in 1916. The soil is predominantly a poor draining heavy clay loam with significant limestone rock throughout the property. The elevation change is 275-375 feet above sea level. The property spans over 125 acres of undulated terrain.
2. The grass types are listed as follows:
  - a. Greens & Approaches: An array of creeping bentgrass varieties including Pencross, L93, T1, Alpha, 007 & majority poa annua
  - b. Tees: An array of creeping bentgrass varieties including Pencross, L93, T1, Alpha, 007 & Poa annua & some ryegrass
  - c. Fairways: Ryegrass with less than 10% Poa annua
  - d. Rough: Poa annua, Bluegrass, Tall Fescue
3. Water Source: Our primary water source is from the Schuylkill River. Our current permit through the DRBC and DEP allows for 100,000 gallons per day, 30 day rolling average for an aggregate of 3,000,000 gallons. Our backup water source is city water (RAWA). During the years of 2012-2016 the course required between 15 million and 21 million gallons of water per golf season. With a new irrigation installed during the 2016 golf season, water requirements in 2017 are unknown at the time of developing this golf course maintenance standards guide.

## **Capital Improvements**

The proposed Capital Improvements are described in greater detail within a document titled “Long Range Improvement Plan Narrative for Berkshire Country Club” completed by Forse Design Inc. December 2002.

The plan was updated in 2013 to include a tree management plan which was titled “Landscape Master Plan”.

The golf course master plan was most recently updated in 2015 to include the addition of an irrigation retention pond on hole #15 located near the tee complexes.

The Long-Range Improvement Plan is to act as a guide for any changes that may impact the function and playability of the golf course. The plan reviews the course hole by hole in detail and presents an overview of proposed capital improvements.

In 2010, the club purchased land adjacent to the upper driving range practice tee for the sole purpose of relocating the practice putting and chipping greens to this location. The former practice putting green was located behind the 18<sup>th</sup> green where the club had wanted to expand the clubhouse for an additional dining room which became the 1899 Bar and Grille. In recent years, the club focused on tree management including removals, pruning and planting of new specimens in guidance to the Landscape Master Plan. The club also focused many efforts on recapturing lost putting surfaces on the peripherals of the green complexes in accordance to the golf course improvement plan. In addition, some of the tee complexes were rebuilt, leveled and squared off. In 2016 the club replaced its irrigation system to an HDPE, Rain Bird IC system. The updated system includes soil sensors that monitor temperature, salinity and % moisture. The updated system allows for individual head control, head to head coverage and the system covers areas of the property that were considered highly visible and previously was not irrigated. Simultaneously, while the irrigation system was replaced an irrigation retention pond was built near the 15<sup>th</sup> tee complexes to capture rain fall and hold water transferred from the nearby Schuylkill River which was previously used for irrigating the golf course in the late 1960's and early 1970's. Lastly, during construction of the irrigation retention pond, #15 green was completely renovated by cutting the back portion of the green and raising the front. The outcome is 1,500 square feet of more cupping locations compared to its previous 40 square feet of cuppable area. #7 and #13 greens also received some modifications by raising the front portions of the putting greens to also gain cupping locations by reducing severe slopes.

Future capital projects on the golf course and club grounds will include:

1. Renovating the swimming pool and tennis courts
2. Installing of a closed system, recycled water wash station for golf course equipment
3. Installing of XGD (internal drainage) within the soil push up putting greens
4. Construction of a “lean to building” for storing equipment and covering topdressing and divot mix
5. Reconstruction of tee complexes to include laser leveling, squaring off and new sod
6. Reconstruction of the sand bunkers
7. Expanding and installing of internal drainage within poor draining fairways (i.e. #4,5,12,13)
8. Replacement of the fence on the perimeter of the property
9. Continued tree management

## **Golf Course Maintenance Standards & Practices**

### **Safety & Environmental Compliance is First at Berkshire Country Club**

BCC is committed in the knowledge that a well-trained staff and a club that is in regulatory compliance benefits the club members, the community and the environment. Regulatory compliance reduces the club's liability, saving dollars and making sense.

### **Management Provides and Active Role as a Leadership Model**

- Leads the staff through daily commitment to compliance
- Instruct staff as well as attending continuing education

### **Employees Keep Updated on Compliance Issues**

- Safety manuals and club policies available for review to all employees
- Golf Maintenance staff trained for safety per OSHA standards

### **Employees and their Families Benefit from "Positive" Compliance Training**

- Safe work practices result in fewer injuries and less time away from work
- Several employees and managers are trained in first aid and CPR annually

### **Compliance is Good for the Neighborhood and the Environment**

- Committed to environmental excellence
- Reduced liability through training
- Environmental and community awareness
- A valued neighbor

### **Employee Base, Training, Education:**

The core of BCC's golf maintenance program is a professional and experienced crew. The professionalism is shown by the maturity, attitude, and courtesy towards members, and the high quality of work performed on the golf course and throughout the club grounds. Training is a constant and dynamic commitment for us. Today's higher standards in golf maintenance practices, as well as increased demands on the golf course require supervision and training. Training includes pesticide seminars, local seminars, community classes at local colleges and trade shows. Personnel instruction in the proper and safe operation of equipment is a standard practice at BCC. Employees are also encouraged to play golf so they may develop a feel for the golf course, not only from a maintenance view, but from a member's view as well. In our hiring process, we look for candidates with a formal education in turf management and a golfing background. It is our intent to continue to hire this caliber of employee as part of our management team.



## **Irrigation Practices & Moisture Management Goals**

The goal of our irrigation practices is to maintain a healthy turfgrass plant while providing a firm, smooth playing surface. We accomplish this goal by utilizing an automatic irrigation system to replenish approximately 50% of our daily ET (evapotranspiration) throughout the golf season. Programming of the irrigation system is done as needed and is done so by evaluating data provided by soil sensors and a weather station. This data includes soil moisture, soil temperature, wind speed, humidity and condition of the turf, forecast and upcoming golfing events. During automatic irrigation wetting agents, acidifying agents to adjust pH, nutrients and other additives are injected into the water as needed. This helps to maintain consistent, firm playing conditions and maintain even moisture throughout the soil profile. Golf course aesthetics are important; however, course playability is the highest priority. To maintain optimal playing conditions on the putting greens hand watering is required to apply water in small amounts to local regions of the putting greens. Every green at Berkshire has a different micro-climate which requires many hours of observation by our turf interns and turf managers. Afternoon syringing of heat stressed turf is also a common practice to reduce high temperature stress. This procedure insures a healthy plant from day to day offering sustainable playing conditions.

## **Greens Mowing & Rolling**

There are two types of greens mowing techniques being used, tri-plex and walk mowing. Walk mowers are used whenever possible. They provide a better cut and a better playing surface for our members. These mowers are lighter, track less, create less damage and are aesthetically more pleasing to the eye. The disadvantage is they take 4 staff members rather than 1 staff member riding a tri-plex to complete mowing all 20 greens ahead of morning play. Regardless of the equipment used, each green is inspected for debris and other imperfections prior to mowing. During favorable growing conditions, greens are double cut and/or rolled to increase the speed of ball roll for tournaments. This procedure puts additional stress on the turfgrass plant. Therefore, double mowing and rolling is only implemented for special events and when the turfgrass plant can withstand the additional stress. On average, greens are mowed 7 days per week throughout the golf season and rolled 3 days per week. Mowing height is at 110 – 125 thousands of an inch. The “green clean up” or the area just inside the collar is mowed slightly higher with a walk mower exclusively twice per week to prevent excessive stress on the turfgrass plant. After mowing and/or rolling of the greens, each staff member is responsible for ensuring the green is free of clippings and debris prior to the first group of players. Daily goals are to provide true, smooth and consistent ball roll from green to green. Targeted ball roll speed for membership play is 10.5 – 11.0 feet on the Stimp Meter.

## **Approaches and Collar Mowing**

Approaches account for the area immediately in front of the putting greens. The collar is the 26” wide region of turf that surrounds the putting surface. Approaches and collars are mowed 2 or 3 days per week depending on staffing and growth habits. The approaches are mowed clock-wise or counter clock-wise; light and dark to match the fairway mowing patterns. The height of cut is 300 – 375 thousands of an inch. The approaches are rolled on average 1 time per week depending on growing conditions, staffing and tournaments.

## **Course Setup**

Everyday our goal is to provide a challenging, yet enjoyable experience for members and guests. The cups are changed every morning following a day that we receive 30 or more golfing rounds. Pin placements are changed to direct foot traffic, limit wear and ensure smooth, healthy surfaces. No cups are set on slopes that exceed 3.5% slope within a 10-foot radius of the cup. Although not a rule, cups should not be placed any closer than 7 feet to the collar. Cup placement will be determined within the daily pin location quadrant in an area with limited ball marks, free of old cups or other surface impediments. Tee markers are moved as needed to ensure divots recover quickly. Tee markers are aligned with the center of the landing area of the fairway or center of the green. The markers are placed at a minimum of 7 paces apart. Emptying trash containers, filling tee divots and par 3 divot buckets, filling ball washers and all other housekeeping are completed as needed.

## **Tee Mowing**

Tees are mowed 2 times per week depending on growing conditions with a walk mower for the outside perimeter passes and a tri-plex for majority of the teeing surface. The tees are mowed clock-wise or counter clock-wise to match the fairway and approach direction. It is the tee mower's responsibility to return the tee markers, divot buckets and benches to the tee complex if they are the last staff member in the morning preparation. Staff members are trained on the proper method of aligning tee balls with the target and returning the divot buckets and benches on the par 3 tees. The height of cut is 400 thousands of an inch.

## **Fairway Mowing**

Fairways are mowed 3 times per week depending on growing conditions with (3), 5-plex mowers. Under normal circumstances, 3 fairway mowers will mow all 18 fairways (32 acres) in approximately 5.5 – 6 hours. Considering the amount of acreage, fairways are mowed clock-wise or counter clock-wise (half and half) to expedite the time it takes to mow and to reduce wear and tear in the rough surrounding the fairways. The height of cut is  $\frac{1}{2}$  ".

## **Rough Mowing**

Roughs are typically mowed 5 days a week depending growing conditions. Our goal is to mow all 55 acres of rough between Monday morning and Wednesday afternoon. The roughs are re-mowed Thursday and Friday during time periods where excessive growth is occurring. During hot and dry periods when the rough is not growing as quick, "rough loops" or 3 passes around the fairways are mowed on Friday, giving the rough a break on Thursdays. Since the rough mowers spend a lot of time on the course during peak play hours, it is important for the operators to be aware of their surroundings. BCC staff members are asked to be courteous and to use good judgement when mowing around member play. Rough is mowed at 2.25".

## **Green and Tee Surrounds Mowing**

Green and tee surrounds are mowed with a smaller out-front rotary mower 2 times per week depending on growing conditions. During the hot and dry summer periods, green and tee surrounds may only be mowed 1 time per week to reduce wear and tear and stress to the turf. Areas not capable to be mowed

with a riding mower and done with a self-propelled push rotary mower. These areas include: all bunker banks, some steep green and tee banks and pond surrounds. Green and tee surrounds are mowed at 2.25".

### **Bunkers**

Bunkers are raked complete 1 time per week (typically Tuesdays). If an outing is held on a Monday, the bunkers are raked as needed. Wednesday-Sunday the bunkers are spot raked to reduce labor inputs. A mechanical rake is only used as needed, following heavy rains to ensure the bunker edges are not damaged from entering and exiting the bunkers. Two different hand held rakes are used: Spring Rakes and Accuforms. Spring Rakes are used to loosen the sand and pull excessive sand down from the faces while the Accuform rake is used to push sand up onto the faces. Our goal is to maintain a 2-3" lip around all bunker edges.

### **Practice Amenities (Driving Range, Putting Green, Chipping Green, Short Game Bunker Complex)**

#### **Upper Driving Range Tee**

The upper driving range tee was recently rebuilt in 2016 to include drainage, laser leveling and the addition of the synthetic turf mats. The synthetic turf mats are to be used for outings, high school and college events and during weather periods when the natural turf is slow to recover. The upper driving range tee is ryegrass, mowed at ½" height of cut, 2 times per week and is managed very similar to our fairways. There are 24 hitting stations on the 20,000-square foot teeing surface. Divot buckets containing ryegrass seed and a soil mixture are provided to the membership for recovering divots as quickly as possible for future practice. We encourage members to take divots in a linear pattern or oval pattern on the range tee. This method allows for faster divot recovery and affects less square footage on the teeing surface. A range attendant is assigned daily to maintaining the practice facilities. In addition to all of the mowing responsibilities around the practice facility, their responsibility includes moving the ropes (designated area for practice to take place on the upper tee) as needed based on member use, filling water coolers at the range and on the course, emptying the trash at the practice facility, filling cart divot bottles at re-fill stations located at #4 tee, #6 tee, #10 tee and the bathrooms near #14 green, spot raking the practice bunker as needed and lastly filling any un-filled divots on the upper driving range tee. The range tee is expected to be ready for use 30 minutes prior to the first tee time Tuesday – Sunday and 1 hour before a Monday outing shotgun start. In some instances, the range may require mowing, watering and spraying all in the same morning which would delay our ability to open the upper range tee 30 minutes prior to the first tee time. In this instance, the range attendant or turf team will contact the golf shop in advance to notify them of additional time needed to prepare the tee.

#### **Lower Range Tee**

The lower range tee is much smaller in size compared to the upper range tee and therefore irons are not being used, only woods. During larger member events, such as a Member-Member or Member-Guest the lower range tee will be open for iron practice. The lower range tee is equipped with 4 synthetic mat hitting stations. College golf, high school golf and members are permitted to use these mats.

### **Putting Green**

The practice putting green is closest to the 16<sup>th</sup> green compared to the practice chipping green. The practice putting green is maintained very similar to the greens on the golf course with exception to the number of times the green will be rolled in a given week. The practice putting green is predominately bentgrass which cannot withstand rolling as often as a bentgrass/ poa mixture which our course greens are comprised of. The bentgrass is very fine textured which allows for ball roll to be just as fast as a bentgrass/ poa annua mixture green that is rolled more often. The practice putting green has 7 regulation cups and 2 “target” cups. These cups are changed 2 times per week to spread the wear and tear from mowers and foot traffic evenly across the green. Chipping is not permitted onto the practice putting green.

### **Chipping Green**

The chipping green is furthest from the 16<sup>th</sup> green compared to the practice putting green. The chipping green is maintained the same as the practice putting green. There are 4 regulation cups that are changed as needed, typically 1 time per week. The chipping green provides many shot options that would be experienced while playing the golf course.

### **Short Game Bunker Complex**

The short game bunker complex is located adjacent to the lower range tee. The short game bunker complex is primarily used for short and long range bunker practice. The approach area surrounding green can also be used for pitch shots 65 yards – 110 yards into the range. Our range attendant fills divots taken on this approach as needed.

### **Sod Nursery**

The sod nursery is 15,000 square feet in size with approximately 3,600 square feet being approach height 007 bentgrass and remaining 11,400 square feet being bentgrass/ poa annua mixture for greens. The sod nursery is used for repairing damaged or weak turf on the golf course and for project use. The sod nursery has been vital in restoring our putting greens back to the original dimensions that Willie Park Jr. had originally designed. The sod nursery is maintained as needed, typically mowed every other day or every third day depending on growing conditions.

### **Golf Course Maintenance Facility**

The golf course maintenance facility is comprised of 2 buildings. The “upper shop” is the original shop used in the 1950’s – 1980’s. It measures 4,500 square feet. The upper shop is currently used for seed and fertilizer storage along with winter painting of course accessories. The current maintenance facility was built in the early 1990’s and measures 10,000 square feet. The maintenance shop accommodates 8 full time employees and 11 seasonal employees. At this time, all equipment can fit into the buildings, however it is very tight and challenging to do so. Many times, we are required to leave dump trucks, pickup trucks and the front loader outside in the elements. A future capital project includes construction of a “lean to building”. This building would have a roof and 3 sides with the front being open. This building would be used for storing trucks, tractors and the front-end loader as well as divot mix and topdressing that is delivered dry. Maintaining dry topdressing and divot mix is vital to the

agronomic processes that take place on the golf course. The maintenance shop accommodates 8 full time employees and 11 seasonal employees.

#### **Cart Restrictions, Frost Delays, Lightning Delays and Winter Play**

Although the golf course is intended to be open year-round, restrictions may be warranted during the golf season and into the winter months. Examples include, but are not limited to cart use following excessive rain fall, delay of tee times in the event frost has formed on the turf, delay in tee times due to storm damage, impending inclement weather and greens being played as temporary in the fairway if the profile of the green's complex is frozen or too wet for foot traffic and maintenance equipment. The decision to restrict carts, delay tee times, suspend play or utilize temporary pins in the fairways or even close the golf course is recommended by the Golf Course Superintendent for the sole purpose of ensuring that the integrity, quality of playing conditions and safety of our membership is not altered or negatively affected. These decisions and reasons behind them will be clearly communicated to the Golf Professional and staff.

## Course Care and Range Etiquette

- I. Cart Use
  - a. Minimize cart use on fairways, practice 90-degree rule as much as possible
  - b. Cart use in rough is encouraged and will reduce severity of Leptosphaeurlina Blight on fairways during hot summer months
- II. Fairway Divots - How To Properly Repair Fairway Divots



***PLEASE FILL YOUR FAIRWAY DIVOTS WITH THE FAIRWAY DIVOT MIX PROVIDED.***

*DURING HOT SUMMER MONTHS, DIVOTS THAT ARE REPLACED WILL NOT SURVIVE.*

*PLEASE THROW YOUR DIVOTS INTO THE ROUGH AREAS.*

***THANK YOU FOR YOUR COOPERATION.***



PLEASE USE CART DIVOT REPAIR BOTTLES IN ***FAIRWAYS ONLY***. DO NOT USE ON TEE BOXES OR BENT GRASS APPROACHES.

<https://www.youtube.com/watch?v=DS4wbbtvyU4>

- a. During hot and dry periods, use divot bottles on carts to fill in divots in fairways only
  - i. Throw the divot (chunk of turf) into the rough to minimize mower damage
  - ii. Fill the void in the fairway with divot mix and then use your foot to make the mix is flush with the surrounding turf
    - 1. Over filling the void or mounding the divot mix can result in mower damage

2. Under filling the void can result in no recovery or no germination of seed
  - b. During cool periods with persistent rainfall, replace divots on fairways if possible and step down the divot to ensure the roots can re-attach to the soil
- III. Tee Divots
- a. The par 3 tees have divot boxes filled with green divot mix and bentgrass seed to be used on tees only
  - b. Cart divot bottles have brown divot mix and ryegrass seed for fairway use only
    - i. Using the divot bottles on tees or approaches will result in contaminated tee surfaces and/ or approach surfaces
- IV. Approach Divots
- a. Replace divot if possible
  - b. If not replaceable, our staff will fill approach divots with green divot mix and bentgrass seed as needed
- V. Range Divots – Practice Like A Pro!



- a. Practice Like a Pro!
  - i. Consolidate divots to a small patch or line
    - 1. This practice impacts less surface area of the range tee and is easier to backfill with divot mix
- VI. Proper Method to Repair Ball Marks <https://www.youtube.com/watch?v=myOTf1wuZoA>
  - a. Push in with divot tool, knitting large ball marks back together
  - b. Avoid lifting up as this practice will separate roots
  - c. Use the butt end of the putter head to “knit” a small pitch mark smooth



## **Position Descriptions**

### **Golf Course Superintendent**

#### General Overview

The Golf Course Superintendent (GCS) is entrusted with the maintenance, operation and management of the golf course and grounds. He or she is responsible for:

Supervising the construction and maintenance of the golf course.

Supervising the maintenance and repair of construction and maintenance equipment.

Rendering professional advice, opinions, assistance and services to the facility's General Manager/ COO and/ or Board of Directors as required.

Participating in all long-range planning meetings.

#### Experience and Education

5-10 years of progressive experience in the turfgrass maintenance industry with at least 3 years of supervisory experience

High School Diploma with College bachelor's degree in turfgrass science or turfgrass certificate from an accredited program

#### Classification

Full time exempt – salary

#### Reporting Responsibility

The GCS reports directly to the GM/ COO.

Any committee members and/ or club members who have comments, complaints or suggestions about the course maintenance or conditioning should present them in writing to the GM/ COO and/ or the Green Chairman who will then discuss these matters with the GCS. In all instances, the GCS coordinates operations with the GM/COO, Golf Professional and Club House Manager. In membership club organizations, the GCS also communicates with all relevant membership groups and committees.

#### Job List

The GCS assumes responsibility for managing and maintaining the golf course and grounds which may include:

Golf course and practice areas

Maintenance equipment

Clubhouse grounds and landscaping

Tennis courts, swimming pool and other recreational areas

Restrooms and potable water sources on the course

Open spaces, wooded areas, unused acreage and areas outside the perimeter of the fence

Sod farm and nursery

Construction, renovation and/ or reconstruction of the golf course and grounds whether performed by the maintenance staff or outside contractors. The GCS must submit written plans for course construction, reconstruction or renovation projects to the Green Committee. Projects approved by the Green Committee will be forwarded to the Board of Directors for final approval.

Prepares the annual budget for the maintenance and capital improvements to the golf course and club grounds.

Formulates the annual maintenance and capital budgets to implement Board policies established in accordance with the club's long range plan and defined maintenance standards.

Interviews, hires, trains, directs and supervises a staff of employees for maintaining the golf course and grounds. The GCS has the authority to terminate employment of subordinates.

Plans all maintenance and project work, applying his or her agronomic and administrative expertise to achieve the club's maintenance standards and long range goals.

Oversees the scheduling and routing of personnel and equipment to accomplish the work. The GCS frequently inspects the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.

Acquires equipment and purchases necessary supplies to maintain the golf course and club grounds.

Responsible for inventory control and oversees the equipment maintenance process.

Approves all expenditures and exercises cost control measures to keep within the approved budgets.

Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications, etc.

Communicates regularly with other department heads within the club to discuss activities, goals, plans and member input.

Plays golf regularly with these individuals and with the Green Chairman.

Attends all Green Committee meetings.

#### Employment Standards

Requires advance knowledge of agronomy and turfgrass management practices; a working knowledge of golf facility construction principles, practices and methods; and a thorough understanding of the rules and strategies of the game of golf.

Requires excellent oral and written communication skills.

Requires knowledge of current federal, state and local laws and regulations affecting the management of golf course operations – including, but not limited to, employment, safety and environmental stewardship standards, laws and regulations. Required to obtain state pesticide applicator's license.

Requires participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.

Requires valid driver's license.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 80-90 hours at times during severe summer stress periods when proper water management practices are necessary and during course projects).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:00am and work as late as necessary to complete work and prepare golf course for the following day.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Meeting presenter/facilitator

Assertive approach to managing people and events

Aggressively protects the member experience

Affable, open minded, yet confident

#### Technical Requirements

MS Word & Excel – writing of letters, documents, record keeping such as inventory of products and developing of budgets

Social Media Savvy including email communication

#### Dress Code & Appearance

The GCS should be clean shaven and dressed in clean khaki pants or shorts (no cargos) with a BCC golf uniform shirt (tucked in at all times) and BCC ball cap (if desired). No personal hats are permitted. Safety equipment must be worn as specified by club policies. Steel tip or composite tip boots are also recommended to be worn.

### **Assistant Superintendent**

#### Experience and Education

1-3 years of progressive experience in the turfgrass maintenance industry with at least 1 year of supervisory experience

High School Diploma with College bachelor's degree in turfgrass science or turfgrass certificate from an accredited program

#### Classification

Full time exempt – salary

#### Reporting Responsibility

Golf Course Superintendent

#### General Overview

The Assistant will work closely with the Superintendent and other management team members to develop short and long term goals and plans to be completed within the operation. The Assistant is 100% in charge and responsible for the Green Department operation if the Superintendent is not on property. The Assistant Superintendent must be a team player and self-motivated with a passion for maintaining Member – Guest conditions on a day in and day out basis. The Assistant Superintendent must have the ability to schedule and is responsible for making certain that the entire staff is tuned into the member experience at all times. Effectively delegating job duties amongst the staff is essential in maximizing the most efficient utilization of workers and equipment. Always being cognizant of the quality of the work that the staff delivers is important and making corrective decisions within the operation to ensure the best possible product is delivered will be a responsibility of the Assistant Superintendent. Problem solving and providing solutions to challenges that the team faces will also be a responsibility of the Assistant Superintendent. The Assistant Superintendent ensures the proper training and evaluation of their staff in order to deliver the best possible member experience. The Assistant Superintendent must possess a strong knowledge base for the daily maintenance of a golf course including, but not limited to hand watering, operating and troubleshooting of an automatic irrigation system, pesticide and fertilizer applications, record keeping, IPM measures, equipment operation and golf course set up. This position prepares the individual for the next step as a 1<sup>st</sup> Assistant Superintendent or Golf Course Superintendent.

#### Job List

Open the facility when necessary.

Attend to the immediate needs set forth by the Superintendent, members and their guests.

Work a flexible schedule based on the needs of the golf course and operation.

Perform work in all climatic conditions including cold, hot and rainy weather.

Perform the functions of the Superintendent in their absence.

Maintain a clean, organized and safe workplace.

Effectively lead and mentor the staff.

Be responsive to the staff's suggestions & feedback.

Protect privacy and security of staff.

Protect the club's interest and encourage the staff to do the same (financial reputation, inappropriate language, inappropriate jokes or acts).

Require all employees to wear safety equipment (based on the specific task) and ensure that staff uniforms are being worn properly at all times.

Inspect the golf course, identify turfgrass needs, correctly set up the golf course and develop a plan to address challenges on a day to day basis.

Actively log a journal daily and report questions, concerns or ideas to the Superintendent.

Accurately perform chemical applications and fertilizer applications to all golf course entities including greens, tees, fairways, bunker faces, roughs and wooded areas. This may entail multiple hours of walking in hot, cold or rainy weather conditions.

Provide constructive criticism to all staff members in order to provide a high level of Member – Guest conditions.

Effectively communicate with employees and clubhouse personnel to keep an open line of communication and understanding of the status of the golf course.

During schedule week: organize and plan tomorrow's 1<sup>st</sup> and 2<sup>nd</sup> assignments for the entire staff prior to departing that afternoon. Your plan should be well thought out and if unsettled weather may cause changes to your scheduled plan, develop a fall back plan to keep our staff productive.

During schedule week: organize morning meeting with staff informing them of the day's procedures and delegate work that will be completed that day. Be aware of the quality of work produced by employees and make changes as necessary to ensure best quality of product is delivered. Monitor lunch breaks and safety of employees.

Lead planning, strategizing and development IPM program on insect and weed control throughout season. First, develop a very general initial plan and strategy for how you think we should best approach preventative control measures of weeds and insects. Your focus should be on ABW insect control, Crabgrass pre-emergence control and Grub prevention control. As the season progresses, take detailed notes and collect data (i.e. photos, day temperatures, evening temperatures, moisture levels, irrigation inputs/ rainfall inputs, soil temperatures, growing degree days, phenological indicators, actual observations of insect/ weed identification and location...etc.) Utilize the data and observations to critique your original plan and strategy to help us as a team to best manage these challenges. Provide insight to the Superintendent on a regular basis, so the right decisions are made in order to best address these specific challenges. Your communication method is your choice. It can be verbal, hand written or typed. Note: The Assistants are the lead of this evolving project/ task for the season and you should utilize the Interns to assist you in the development and execution of it.

Research, recruit, hire and mentor 2 student interns for the season. Once interns are hired, develop an intern welcome packet that includes important employment information. Coordinate apartment lease for interns.

Recruit, interview and hire seasonal employees on an as needed basis.

Assistant 1: Daily recording and updating of fertilizer, chemical and seed inventory along with a monthly highly report of the operation's usage within M.S. Excel. Submit these documents to the Superintendent on the 1<sup>st</sup> of each month. Actively obtain product prices and delivery packing slips from the Superintendent throughout each month to stay up to date on an accurate inventory database. Actively communicate with all chemical applicators within the operation making sure reports are filed promptly and Inventory Usage Reports are submitted in a timely fashion.

Assistant 2: Develop an inventory database of current purchasing needs of general supplies, small tools and chemical room application supplies and provide to Superintendent on a monthly basis to ensure supplies are always on hand. Be conscious to not over order any supplies ensuring fiscal responsibility as well as keeping the limited space within the facility free of clutter at all times.

Assistant 2: Track and maintain payroll in an organized manner. Payroll responsibilities include ensuring accurate clock in and clock outs daily using Paylocity. Process, file and record time off request and paid time off forms as they are requested. Complete bi-weekly payroll submissions using Paylocity. Communicate any payroll concerns or necessary adjustments with our Payroll/ HR Manager.

Assistant 1: Conduct monthly safety meetings with staff. These meetings should include a topic of discussion that relates to our current course work lasting about 15-20 minutes, include a short quiz to test the employees if they understood the lesson and include a sign-in sheet to record attendance. Assistants will work with Superintendent to generate monthly safety meeting topics.

Assist Superintendent in Early Order Chemical and Fertilizer procedures.

Teach "Intern Calibration and Match Calculation" seminar. Always test yourself on general turf math calculations in order stay up to par on this important task.

Assist Superintendent & other management team members in training all employees to perform at the highest of standards.

Assist and communicate with Equipment Technician equipment concerns, failures, repairs and/or maintenance.

Have the confidence and knowledge to ethically eliminate weak links on the staff that cannot meet operation standards. Ensure that all employees are accountable for their actions that includes the handling and care of club assets.

Document all employee lateness's and unexcused absences on BCC letter head and submit to the HR Manager for proper filing.

Possess a "can do" attitude in order to execute Superintendent's goals and plans.

Attend appropriate meetings.

Attend at least 24 hours of continuing education each year.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required.

Perform, lead and delegate snow removal duties when necessary. It is imperative to have coverage at the club at all times during a snow event to ensure the safety of our members, guests and employees.

This often requires attendance during scheduled days off and evenings, however Superintendent will work with Assistants to schedule time off before or following the snow event.

Communicate with Superintendent and other management team members of time off requests well in advance.

Answer or acknowledge all emails or phone messages every day on the same day.

Close the facility when necessary.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 80-90 hours at times during severe summer stress periods when proper water management practices are necessary and during course projects).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:00am and work as late as necessary to complete work and prepare golf course for the following day.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Meeting presenter/facilitator

Assertive approach to managing people and events

Aggressively protects the member experience

Affable, open minded, yet confident

#### Technical Requirements

MS Word & Excel – writing of letters, documents, assisting in record keeping such as inventory of products and assist in developing budgets

Social Media Savvy including email communication

#### Dress Code & Appearance

The Assistant Superintendent should be clean shaven and dressed in clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). No personal hats are permitted. Safety equipment must be worn as specified by Superintendent and club policies. Steel tip or composite tip boots are also recommended to be worn.

#### Knowledge Requirements

Must obtain and maintain a PA Pesticide Applicator's License 90 days following hire date. First exam fee and study materials will be paid for by BCC.

## **Assistant In Training (AIT)**

### Experience and Education

1-3 golf seasons of progressive experience in the turfgrass maintenance industry.

High School Diploma with College bachelor's degree in turfgrass science or turfgrass certificate from an accredited program

### Classification

Full time nonexempt – Hourly

### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

### General Overview

The AIT will work closely with the management team to develop short and long term goals and plans to be completed within the operation. The AIT must be a team player and self-motivated with a passion for maintaining Member – Guest conditions on a day in a day out basis. Always being cognizant of the quality of their work as well as the team's work is important. Providing solutions to challenges within the operation to ensure the best possible product is delivered will be a responsibility of the AIT. The AIT must possess a general knowledge base for the daily maintenance of a golf course including, but not limited to hand watering, operating and troubleshooting of an automatic irrigation system, proper pesticide and fertilizer applications, record keeping, IPM measures, equipment operation and golf course set up. The AIT is primarily responsible for making accurate chemical & fertilizer applications along with moisture management of greens and other golf course areas. This position will allow the individual to get their "feet wet" in all aspects of golf course maintenance preparing them for the next step as an Assistant Superintendent.

### Job List

Open the facility when necessary.

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Work a flexible schedule based on the needs of the golf course and operation.

Perform work in all climatic conditions including cold, hot and rainy weather.

Be responsive to staff's suggestions & feedback.

Protect privacy and security of staff.

Protect the club's interest and encourage the staff to do the same (financial reputation, inappropriate language, inappropriate jokes or acts).

Assist Management Team in requiring all employees to wear safety equipment (based on the specific task) and ensure that staff uniforms are being worn properly at all times - Clean khaki pants or shorts



(no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). No personal hats are permitted. Safety equipment must be worn as specified by Management Team.

Learn to properly inspect the golf course, identify turfgrass needs, correctly set up the golf course and develop a plan with the Superintendent and other management team members to address challenges on a day to day basis.

Actively log a journal daily and report questions, concerns or ideas to the Superintendent and/ or Assistants.

Learn to accurately perform chemical applications and fertilizer applications to all golf course entities including greens, tees, fairways, bunker faces, roughs and wooded areas. This may entail multiple hours of walking in hot, cold or rainy weather conditions.

Learn to effectively operate the irrigation system including but not limited to programming, troubleshooting and repairing.

Provide constructive criticism to all staff members in order to provide a high level of Member – Guest conditions.

Effectively communicate with employees and clubhouse personnel to keep an open line of communication and understanding of the status of the golf course.

Assist Management Team in organizing thoughts and planning for future maintenance practices.

Actively observe Management Team's morning meeting with staff to prepare themselves for the opportunity to lead a morning meeting and delegate staff duties.

Be aware of the quality of work produced by employees and advise the Assistants or Superintendent of your observations in order to make necessary changes within the operation. This will ensure the best quality product is delivered daily.

Assist the Management Team in monitoring lunch breaks (20-minute paid break) and safety of employees. Advise the Management Team of concerns or observations.

Keep a clean, organized and safe chemical room.

Actively observe and ask the Assistants questions regarding the procedures of keeping inventory of fertilizers, chemicals and seed.

Actively assist Assistants in developing a weed and insect prevention program and strategy throughout the golf season. (Ask the Assistants for more details and how you can assist him or her).

Develop, implement and execute an inventory of all General Supplies, Golf Course Supplies and Small Tools throughout the facility. There is no right or wrong way of doing this, it comes down to the fact that we don't want to run out of supplies when we need them. Utilizing your inventory system, provide Management Team with current purchasing needs of general supplies throughout the facility and operation. (Especially within the chemical room)

Actively observe and ask the Assistants questions regarding weekly payroll sheets and vacation days used by employees. These documents are reported bi-weekly on payroll Monday's to the Superintendent and club office.

Learn to assist and communicate with Equipment Technician equipment concerns, failures, repairs and/or maintenance.

Learn to effectively lead, mentor and manage the staff.

Assist Assistants in teaching "Intern Calibration and Match Calculation Seminar". Always test yourself on general turf math calculations in order stay up to par on this important task.

Assist Management Team members in training all employees to perform at the highest of standards.

Build a high level of confidence and knowledge to ethically eliminate weak links on the staff that cannot meet operation standards. Advise management team members of your observations.

Possess a "can do" attitude in order to execute operational goals and plans.

Attend appropriate meetings.

Attend appropriate committee meetings.

Attend at least 24 hours of continuing education each year.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required.

Perform, lead and delegate snow removal duties when necessary. It is imperative to have coverage at the club at all times during a snow event to ensure the safety of our members, guests and employees. This often requires attendance during scheduled days off and evenings, however Superintendent will work with AIT to schedule time off before or following the snow event.

Communicate with Superintendent and other management team members of time off requests well in advance.

Answer or acknowledge all emails or phone messages every day on the same day.

Close the facility when necessary.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 80-90 hours at times during severe summer stress periods when proper water management practices are necessary).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:00am and work as late as necessary to complete work and prepare golf course for the following day.

#### Soft Skills Requirements

Positive Attitude

Empathic/active listener

Meeting presenter/facilitator

Assertive approach to managing people and events

Aggressively protects the member experience

Affable, open minded, yet confident

#### Technical Requirements

MS Word & Excel – writing of letters, documents, assisting in record keeping such as inventory of products and assist in developing budgets

Social Media Savvy including email communication

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). No personal hats are permitted. Safety equipment must be worn as specified by Management Team. Steel tip or composite tip boots are also recommended to be worn.

#### Knowledge Requirements

Must obtain and maintain a PA Pesticide Applicator's License within 90 days following hire date.

### **Equipment Technician**

#### Experience and Education

1-3 years of progressive experience in the maintenance of golf course equipment.

High School Diploma

#### Classification

Full time nonexempt – Hourly

#### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

#### General Overview

The Equipment Technician is responsible for performing maintenance on all golf course equipment fleet. The Equipment Technician must be a team player; self-motivated and have a passion for maintaining the equipment fleet at a level that allows the operation to prepare Member – Guest conditions daily.

#### Job List

Open facility when necessary.

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Perform work in all climatic conditions including cold, hot and rainy weather.

Actively report questions, concerns, observations or ideas regarding the operation and condition of equipment to the Superintendent and Assistants.

Provide constructive criticism to the management team regarding the daily procedures and equipment operation, so that we may continue to provide a high level of Member – Guest conditions.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication regarding the equipment fleet.

Assist management team in organizing thoughts and planning for future maintenance practices.

Actively listen and make suggestions during morning meeting with staff to ensure the safety of our employees while operating equipment. If equipment is not being cleaned off, properly maintained, or operated safely by employees announce this during morning meetings and provide safety/ operating tips.

Keep a clean, organized and safe workshop.

Observe diesel and gasoline fuel levels and schedule delivery when necessary.

Provide management team with current purchasing needs of general supplies throughout the facility. Inform Superintendent of all parts that need ordered and their costs.

Accurately track and record all equipment maintenance procedures.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Possess a “can do” attitude in order to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule with Superintendent. Flexibility in work schedules is necessary.

Assist in snow removal procedures if necessary.

Communicate with Superintendent and other management team members of time off requests well in advance.

Close facility when necessary.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 60 hours at times during tournament weeks).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:45am and work as late as necessary to complete work and prepare equipment fleet for the following day.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Aggressively protects the member experience

Affable, open minded, yet confident

#### Dress Code

Clean black pants (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). No personal hats are permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

### **Full Time Laborer & Assistant Equipment Technician**

#### Experience and Education

1-3 years of progressive experience in the golf course maintenance industry.

High School Diploma or GED

#### Classification

Full time nonexempt – Hourly

#### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

#### General Overview

A Full-Time Laborer can operate mostly all the equipment fleet safely and accurately. A Full-Time Laborer must be a team player; self-motivated and help in the team's effort to maintain Member – Guest conditions daily. A Full-Time Laborer will be required to perform all mowing and maintenance procedures to the golf course.

Under the direction of the Equipment Technician and/or the assistant Golf Course Superintendent, the Assistant Equipment Technician assists and/or works independently of the Equipment Technician in the repairing and maintenance of various gasoline- and diesel-powered golf course maintenance equipment. The Assistant Equipment Technician also assists in maintaining a clean service area and maintenance building, contributes to a preventative maintenance program, and places safety procedures as a top priority.

#### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Perform work in all climatic conditions including cold, hot and rainy weather.

Properly and safely operate nearly all equipment within the operation.

Has the knowledge and skill to complete a more expert type job task that includes, but is not limited to course set up, hand watering greens, assist an applicator with their chemical spray application, irrigation repair and/ or large machine operation and can perform tree maintenance procedures.

Shows a sense of urgency during all tasks and assists management team in transferring their energy and work ethic onto other employees on the staff.

Actively report questions, concerns, observations or ideas to the Superintendent, Assistants and/ or Equipment Technician regarding equipment or golf course maintenance practices.

Provide constructive criticism to the management team regarding the daily procedures, so that we may continue to provide a high level of Member – Guest conditions.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication.

Assist management team in organizing thoughts and planning for future maintenance practices.

Actively listen and make suggestions during morning meetings with staff and provide input to improve or make the operation more efficient.

Keep a clean, organized and safe facility.

Refuel and clean all equipment as specified by management team.

Must be very detailed oriented, strives to finish the job right the first time. Quality yet quantity go hand in hand in all aspects of their work day.

Provide management team with current purchasing needs of general supplies throughout the facility.

Assist management team members in training all employees on equipment fleet.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Communicates any needs or problems relating to maintenance or repair of equipment with the equipment manager and/or assistant superintendent.

Inspects, diagnoses, adjusts and repairs mechanical defects/failures in various pieces of golf course maintenance equipment on a regular basis.

Prioritizes equipment repair and maintenance work.

Sets up and modifies new equipment as needed.

Repairs and adjusts engines and cutting mechanisms on various heavy and light mowing equipment.

Working knowledge of the general operation of gasoline-, diesel- and electric-powered equipment; the proper methods of servicing golf course equipment; and the repair and adjustment of power mowing equipment.

Working knowledge of the hazards and safety precautions of the profession.

Ability to understand and follow oral and written direction.

Mechanical ability; ability to use common mechanical tools.

Assistance in maintaining a clean and well-organized parts inventory room.

Adherence to the proper recycling and/or disposal of various oils, compounds and other fluids (antifreeze, oil filters, etc.).

Assistance in an effective, daily inspection of golf course maintenance equipment.

Possess a “can do” attitude to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required. Flexibility in work schedules is necessary.

Assist in snow removal duties when necessary. These procedures may occur during scheduled weekends off or in the evenings. The Superintendent and management team members will work with the employee to provide time off prior to or following the snow event.

Communicate with Superintendent and other management team members of time off requests well in advance.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 60 hours at times during tournament weeks).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:45am and work as late as necessary to complete work tasks.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Aggressively protects the member experience

Affable, open minded, yet confident

### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). Personal hats are not permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

### **Full Time Laborer**

#### Experience and Education

1-3 years of progressive experience in the golf course maintenance industry.

High School Diploma or GED

#### Classification

Full time nonexempt – Hourly

#### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

#### General Overview

A Full-Time Laborer is capable of operating mostly all of the equipment fleet safely and accurately. A Full-Time Laborer must be a team player; self-motivated and help in the team's effort to maintain Member – Guest conditions daily. A Full-Time Laborer will be required to perform all mowing and maintenance procedures to the golf course.

#### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Perform work in all climatic conditions including cold, hot and rainy weather.

Properly and safely operate nearly all equipment within the operation.

Has the knowledge and skill to complete a more expert type job task that includes, but is not limited to course set up, hand watering greens, assist an applicator with their chemical spray application, irrigation repair and/ or large machine operation and can perform tree maintenance procedures.

Shows a sense of urgency during all tasks and assists management team in transferring their energy and work ethic onto other employees on the staff.

Actively report questions, concerns, observations or ideas to the Superintendent, Assistants and/ or Equipment Technician regarding equipment or golf course maintenance practices.

Provide constructive criticism to the management team regarding the daily procedures, so that we may continue to provide a high level of Member – Guest conditions.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication.



Assist management team in organizing thoughts and planning for future maintenance practices.

Actively listen and make suggestions during morning meetings with staff and provide input to improve or make the operation more efficient.

Keep a clean, organized and safe facility.

Refuel and clean all equipment as specified by management team.

Must be very detailed oriented, strives to finish the job right the first time. Quality yet quantity go hand in hand in all aspects of their work day.

Provide management team with current purchasing needs of general supplies throughout the facility.

Assist management team members in training all employees on equipment fleet.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Possess a "can do" attitude to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required. Flexibility in work schedules is necessary.

Assist in snow removal duties when necessary. These procedures may occur during scheduled weekends off or in the evenings. The Superintendent and management team members will work with the employee to provide time off prior to or following the snow event.

Communicate with Superintendent and other management team members of time off requests well in advance.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 60 hours at times during tournament weeks).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:45am and work as late as necessary to complete work tasks.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Aggressively protects the member experience

Affable, open minded, yet confident

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). Personal hats are not permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

## **Seasonal Horticulturist**

### Experience and Education

1-3 years of progressive experience in the horticulture field.

High School Diploma or GED

### Classification

Part time nonexempt – Hourly

### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

### General Overview

The Horticulturist, under the supervision of the Golf Course Superintendent and Assistant Superintendents is responsible for general landscaping maintenance primarily around the club house grounds and some golf course flower beds. The Horticulturist must possess a general understanding of different annuals, perennials, pruning practices and any plant maintenance requirements. The Horticulturist is expected to advise the Superintendent as to how he/ she recommends utilizing an array of plantings to support an appealing display for the BCC. The Horticulturist should possess a keen eye for detail and always be cognizant of providing the highest level of curb appeal possible around the clubhouse grounds at all times. The Horticulturist must be a team player; self-motivated and help in the team's effort to provide a high level of detail and value to the club's Membership on a daily basis.

### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Perform work in all climatic conditions including cold, hot and rainy weather.

Properly and safely operate nearly all equipment including, but not limited to utility carts, ride on mowers, walk mowers, string trimmers and tractors within the operation that is utilized in maintaining the club's flower beds and landscapes around the clubhouse, pool, tennis courts and golf course.

Show a sense of urgency during all tasks.

Actively report questions, concerns, observations or ideas to the Superintendent, Assistants and/ or Equipment Technician regarding equipment or maintenance philosophies to the club's landscapes.

Provide constructive criticism to the management team regarding the daily procedures, so that we may continue to provide a high level of detail around the clubhouse landscapes.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication.

Assist management team in organizing thoughts and planning for future maintenance practices.

Advise the Superintendent of all flower purchases/ future needs that includes, but is not limited to annuals, perennials, bulbs, shrubs, trees etc....for year-round appeal around the clubhouse landscapes.

Trim and prune hedges and shrubbery.

Observe plant's soil moisture and water as needed.

Perform fertilizer and plant protectant applications as needed.

Communicate additional labor input needs to management team if needed.

Instruct laborers in routine maintenance of landscape beds when provided additional help.

Express knowledge of the characteristics, growth habits and proper cultivation of a wide selection of flowering bulbs, annuals, biennials and perennial plant materials, including both herbaceous and woody plants.

Must be able to select, propagate and grow plant materials for ornamental use on and around the golf course, clubhouse and other buildings.

Must have a clear understanding of cool season plant growth habits, and maintenance requirements (i.e. flowering bulbs, annuals, biennials and perennials).

Must be able to keep garden beds looking consistent throughout the property.

Must be able to recognize, and resolve insect, disease, water, or nutrition issues.

Responsible for yearly mulch application.

Responsible for adding or removing garden beds.

Must be able to work independently and be self-directed.

Must have excellent communication skills between superintendent, assistants, and membership.

Actively listen and make suggestions during morning meetings with staff and provide input to improve or make the operation more efficient.

Keep a clean, organized and safe facility.

Refuel and clean all equipment as specified by management team.

Must be very detailed oriented, strives to finish the job right the first time. Quality yet quantity go hand in hand in all aspects of their work day.

Provide management team with current purchasing needs of general supplies throughout the facility.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Possess a “can do” attitude to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on club landscapes and flower presentation demands will be required. Flexibility in work schedules is necessary.

Communicate with Superintendent and other management team members of time off requests well in advance.

#### Physical Requirements

Able to work an average of 30-40 hours/ week.

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 5:00am and work as late as necessary to complete work tasks.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Aggressively protects the member experience

Affable, open minded, yet confident

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). Personal hats are not permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

### **Seasonal 1 Laborer**

#### Experience and Education

Previous golf course maintenance or landscaping experience required.

High School Diploma or GED

#### Classification

Seasonal, Part time nonexempt – Hourly

#### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

#### General Overview

A “Seasonal 1 Laborer” is capable of operating basic lawn mowers, string trimmers, and back pack blowers safely and accurately. The “Seasonal 1 Laborer” is more knowledgeable and skilled than a “Seasonal 2 Laborer”. A “Seasonal 1 Laborer” must be a team player; self-motivated and have the ability to help in maintaining Member – Guest conditions daily.

#### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Perform work in all climatic conditions including cold, hot and rainy weather.

Properly and safely operate basic lawn mowers, string trimmers, back pack blowers, rakes, shovels and other lawn care type equipment within the operation.

Must can perform a variety of morning assignment tasks that include greens mowing, raking bunkers, mowing fairways, mowing tees, mowing collars/ approaches, rolling greens, hand watering fairways/ rough and tries to learn more skills regularly.

A “Seasonal 1” employee can perform some niche type skills which includes: CSU (course set up) accurately and meticulously as described by the Management Team. Irrigation repair and trouble shooting. Assist in fertilizer/ pesticide applications. Hand watering of greens. Management and leadership of small crews. Loader and tractor operation.

Must be very detailed oriented, finishing the job right the first time. Quality yet quantity go hand in hand in all aspects of their work day.

Always shows a sense of urgency on a regular basis.

Has the knowledge and skill to complete a more expert type job task that includes, but is not limited to course set up, hand watering greens, assisting an applicator with their chemical spray application, irrigation repair and/ or large machine operation.

Assists management team in training new employees.

Actively report questions, concerns, observations or ideas to the Superintendent, Assistants and/ or Equipment Technician regarding equipment or golf course maintenance practices.

Provide constructive criticism to the management team regarding the daily procedures, so that we may continue to provide a high level of Member – Guest conditions.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication.

Actively listen and make suggestions during morning meeting with staff and provide input to improve or make the operation more efficient.

Keep a clean, organized and safe facility.

Refuel and clean all equipment as specified by management team.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Possess a “can do” attitude to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required. Flexibility in work schedules is necessary.

Communicate with Superintendent and other management team members of time off requests well in advance.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 60 hours at times during tournament weeks).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:45am and work as late as necessary to complete work and prepare equipment fleet for the following day.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Affable, open minded, yet confident

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). Personal hats are not permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

### **Seasonal 2 Laborer**

#### Experience and Education

Previous golf course maintenance or landscaping experience required.

High School Diploma or GED

#### Classification

Seasonal, Part time nonexempt – Hourly

#### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

#### General Overview

A “Seasonal 2 Laborer” is capable of operating basic lawn mowers, string trimmers, and back pack blowers safely and accurately. The “Seasonal 2 Laborer” is more knowledgeable and skilled than a “Seasonal 3 Laborer”. A “Seasonal 2 Laborer” must be a team player; self-motivated and can help in maintaining Member – Guest conditions daily.

#### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Perform work in all climatic conditions including cold, hot and rainy weather.

Properly and safely operate basic lawn mowers, string trimmers, back pack blowers, rakes, shovels and other lawn care type equipment within the operation.

Must can perform a variety of morning assignment tasks that include greens mowing, raking bunkers, mowing fairways, mowing tees, mowing collars/ approaches, rolling greens, hand watering fairways/ rough and tries to learn more skills regularly. Skills that have not yet been acquired are irrigation repair, CSU, loader and tractor operation, hand watering of greens, applying fertilizers, or leading of small crews.

Must show a sense of urgency on a regular basis in completing tasks.

Must be detailed oriented and finishes a job right the first time.

Actively report questions, concerns, observations or ideas to the Superintendent, Assistants and/ or Equipment Technician regarding equipment or golf course maintenance practices.

Provide constructive criticism to the management team regarding the daily procedures, so that we may continue to provide a high level of Member – Guest conditions.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication.

Actively listen and make suggestions during morning meeting with staff and provide input to improve or make the operation more efficient.

Keep a clean, organized and safe facility.

Refuel and clean all equipment as specified by management team.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Possess a “can do” attitude to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required. Flexibility in work schedules is necessary.

Communicate with Superintendent and other management team members of time off requests well in advance.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 60 hours at times during tournament weeks).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:45am and work as late as necessary to complete work and prepare equipment fleet for the following day.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Affable, open minded, yet confident

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in always) and supplied ball cap (if desired). Personal hats are not permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

### **Seasonal 3 Laborer**

#### Experience and Education

Previous golf course maintenance or landscaping experience preferred, but not required.

High School Diploma or GED

#### Classification

Seasonal, Part time nonexempt – Hourly

#### Reporting Responsibility

Golf Course Superintendent and Assistant Superintendents

#### General Overview

A “Seasonal 3 Laborer” is capable of learning how to operate basic lawn mowers, string trimmers, and back pack blowers safely and accurately. The “Seasonal 3 Laborer” is capable of learning how to mow greens and rake bunkers during morning assignments. A “Seasonal 3 Laborer” must be a team player; self-motivated and can help in maintaining Member – Guest conditions daily.

#### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.



Perform work in all climatic conditions including cold, hot and rainy weather.

Properly and safely operate basic lawn mowers, string trimmers, back pack blowers, rakes, shovels and other lawn care type equipment within the operation.

Must be capable of learning how to mow greens and rake bunkers as a primary responsibility during morning preparations.

Try to learn new tasks such as hand watering rough/ fairways, fairway mowing, tee mowing, collar and approach mowing, greens rolling and rough mowing.

Show a sense of urgency in completing tasks.

Actively report questions, concerns, observations or ideas to the Superintendent, Assistants and/ or Equipment Technician regarding equipment or golf course maintenance practices.

Provide constructive criticism to the management team regarding the daily procedures, so that we may continue to provide a high level of Member – Guest conditions.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication.

Actively listen and make suggestions during morning meeting with staff and provide input to improve or make the operation more efficient.

Keep a clean, organized and safe facility.

Refuel and clean all equipment as specified by management team.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Possess a “can do” attitude to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required. Flexibility in work schedules is necessary.

Communicate with Superintendent and other management team members of time off requests well in advance.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 60 hours at times during tournament weeks).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:45am and work as late as necessary to complete work and prepare equipment fleet for the following day.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Affable, open minded, yet confident

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in always) and supplied ball cap (if desired). Personal hats are not permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

### **Summer Intern**

#### Experience and Education

Golf course experience preferred, but not required. Landscaping experience is a plus, but is not required.

High School Diploma and currently enrolled in a turfgrass science bachelors or turfgrass certificate program.

#### Classification

Part time nonexempt – Hourly

#### Reporting Responsibility

Golf Course Superintendent & Assistant Superintendents

#### General Overview

Interns will be directly involved with the day to day maintenance of an 18-hole private golf course. Interns will work closely with the Superintendent and Assistants in planning, scheduling, and daily operating procedures. Calibration, pesticide applications, fertilizing and water management will be the core of a summer internship. This position will allow the individual to get their “feet wet” in all aspects of golf course maintenance. The opportunity to lead small crews and motivate staff members will help interns prepare for their next step as an Assistant-In-Training or Assistant Superintendent. Candidates can expect to work typically 50-70 hours per week. Interns who are entering their final year in their educational program could potentially be offered an entry level position as a manager following their internship and graduation.

#### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests.

Work a flexible schedule based on the needs of the golf course and operation. A pre-determined “Intern Weekend Schedule” will be provided to you at the beginning of your employment.

Punctuality is imperative. Attend appropriate morning meetings prior to the staff's arrival.

Attendance during weekends and holidays as necessary based on golf course demands will be required.

Perform work in all climatic conditions including cold, hot and rainy weather.

Effectively lead and mentor the staff.

Be responsive to the staff's suggestions & feedback.

Protect privacy and security of staff.

Protect the club's interest and encourage the staff to do the same (financial reputation, inappropriate language, inappropriate jokes or acts).

Require all employees to wear safety equipment (based on the specific task) and ensure that staff uniforms are being worn properly at all times.

Learn to properly inspect the golf course, identify turfgrass needs, correctly set up the golf course and develop a plan with the Superintendent and other management team members to address challenges on a day to day basis.

Actively log a journal daily and report questions, concerns or ideas to the management team.

Ask at least 1 question per day to a fellow colleague to ensure the best learning experience possible.

Learn to accurately perform chemical applications and fertilizer applications to all golf course entities including greens, tees, fairways, bunker faces, roughs and wooded areas. This may entail multiple hours of walking in hot, cold or rainy weather conditions.

Learn to effectively operate the irrigation system including but not limited to programming, troubleshooting and repairing.

Provide constructive criticism to all staff members to provide a high level of Member – Guest conditions.

Effectively communicate with employees and management team to keep an open line of communication.

Assist management team in organizing thoughts and planning for future maintenance practices.

Actively observe management team's morning meeting with staff to prepare themselves for future opportunities to lead a morning meeting and delegate staff duties.

Be aware of the quality of work produced by employees and advise the management team of your observations in order to make necessary changes within the operation. This will ensure the best quality product is delivered daily.

Assist the management team in monitoring lunch breaks and safety of employees. Advise the management team of concerns or observations.

Keep a clean, organized and safe chemical room.

Learn to assist and communicate with Equipment Technician any equipment concerns, failures, repairs and/or maintenance procedures.

Learn to effectively lead, mentor and manage the staff.

Assist management team members in training all employees to perform at the highest of standards.

Possess a “can do” attitude to execute operational goals and plans.

Keep a clean apartment. These facilities are free to you as a Summer Intern, however if you abuse the privileges you will not have them any further. The apartment must be left the same as when you arrive at the beginning of your internship. You are responsible for any damages to the apartment and if the security deposit is needed to pay for damages or to clean the apartment, the Berkshire Country Club reserves the right to withhold your final paycheck to pay for the damages and or lack of cleanliness.

#### Physical Requirements

Able to work an average of 40-55 hours per week and (up to 80-90 hours at times during severe summer stress periods when proper water management practices are necessary).

Able to lift 50 lbs.

Able to move quickly from place to place when necessary.

Able to arrive as early as 4:00am and work as late as necessary to complete work and prepare golf course for the following day.

#### Soft Skills Requirements

Positive Attitude

Empathic/active listener

Assertive approach to working with other employees

Aggressively protects the member experience

Affable, open minded, yet confident

#### Technical Requirements

MS Word & Excel – writing of letters, documents, assisting in record keeping such as inventory of products and assist in developing budgets

Social Media Savvy including email communication

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). No personal hats are permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.

## **Seasonal Laborer (Rough Mower & Range Attendant)**

### Experience and Education

Previous golf course maintenance or landscaping experience required.

High School Diploma or GED

### Classification

Part time nonexempt – Hourly

### Reporting Responsibility

Golf Course Superintendent and Assistant Superintendents

### General Overview

This position requires physical strength and endurance to work on average 40 hours/ week. The position requires walking, squatting, sitting and moving from place to place in an urgent manner to complete the job tasks. Job tasks are listed below, but will primarily encompass maintain the driving range in the morning hours, cleaning of leaves and debris around the clubhouse and mowing golf course rough once dry enough to mow. This position requires weekend work duty based on a pre-determined staff schedule. On a week that a weekend shift will be worked the employee is expected to take 1 work day off to maintain a 40 hour/ week work load. The day off during the week will be determined based on weather conditions and work on the golf course. Typically, the day that will be taken off during a week that the employee works the weekend will be Thursday or Fridays.

### Job List

Attend to the immediate needs set forth by the Superintendent, Assistants, members and their guests including:

Perform work in all climatic conditions including cold, hot and rainy weather if needed.

Properly and safely operate large ride on rough mowers, walk behind mowers, back pack blowers, rakes, shovels and other lawn care type equipment within the operation.

Actively report questions, concerns, observations or ideas to the Superintendent, Assistants and/ or Equipment Technician regarding equipment or golf course maintenance practices.

Provide constructive criticism to the management team regarding the daily procedures, so that we may continue to provide a high level of Member – Guest conditions.

Effectively communicate with other employees and clubhouse personnel to keep an open line of communication.

Actively listen and make suggestions during morning meeting with staff and provide input to improve or make the operation more efficient.

Keep a clean, organized and safe facility as well as equipment.

Refuel and clean all equipment as specified by management team.

Advise management team members of improper equipment operation or daily cleaning/ refueling of equipment fleet.

Possess a “can do” attitude to execute operational goals and plans.

Attendance during weekends and holidays as necessary based on golf course demands and pre-determined operation schedule will be required. Flexibility in work schedules is necessary.

Communicate with Superintendent and other management team members of time off requests well in advance (2 week minimum).

#### Physical Requirements

Able to work an average of 30-40 hours per week.

Able to walk, sit, and stand for several minutes at a time.

Able to lift 15-25 lbs.

Able to arrive as early as 5:30 am or as late as 9:00am and work 5 - 8 hour shifts with a lunch break included after a 4-hour work day.

#### Soft Skills Requirements

Positive attitude

Empathic/active listener

Assertive approach to working with other employees

Affable, open minded, yet confident

#### Dress Code

Clean khaki pants or shorts (no cargos) with supplied golf uniform shirt (tucked in at all times) and supplied ball cap (if desired). Personal hats are not permitted. Safety equipment must be worn as specified by management team. Steel tip or composite tip boots are also recommended to be worn.