



## **JOB POSTING**

Date of Notice: February 6, 2019

Position Title: **SECTION LEADER/FOREMAN**

Job Location: Bandon Preserve

Position Reports To: Superintendent & Asst. Superintendent

Closing Date: **February 15<sup>th</sup>, 2019**

Send Application To: Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Rd. Bandon, OR 97411  
Fax: 541-347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Position Summary:**

Participates in all activities related to the care and maintenance of the golf course, grounds, and equipment. Leads the work assignments of a maintenance crew as directed by the Assistant Superintendent. The Section Leader/Foreman will share in the training and supervision of staff, especially during weekend coverage.

### **Essential Duties and Responsibilities:**

- Helps the Assistant Superintendent with planning and implementing staffing schedules to ensure quality standards are achieved at minimum employee cost.
- Oversee the work assignments of a maintenance crew and participates in regular course and grounds maintenance as well as various construction projects, which serve to keep the golf course in proper playing condition according to Company standards.
- Participate in the planting, fertilizing and care of turf, plants, shrubs, and trees on the golf course and grounds.
- Enforces all appropriate quality and cleanliness standards including, but not limited to, employee hygiene and uniforms, equipment repair areas, equipment storage areas, chemical and fertilizer storage areas, receiving areas, washing areas, lunch room areas, restrooms, etc.
- Enforce compliance with all applicable state and federal laws, OSHA rules and regulations related to employee safety and public safety.
- Maintain accurate records for pertaining to regular maintenance work and project activities including, but not limited to, labor schedules, equipment use, equipment inventory, and safety activities. Assure the efficient and timely submission of all required reports.
- Operate and maintains equipment. Adjusts and makes minor repairs on equipment as necessary.
- Train assigned staff in course maintenance activities and/or construction projects.
- Perform other duties as appropriate.



**Qualifications:**

- High school education required, college degree preferred.
- 1 year golf course maintenance experience. Supervisory experience preferred.
- Certified Application Specialist license preferred.
- Valid driver's license. Driving record meeting Company safety policies and guidelines.
- Demonstrated ability to operate golf course equipment.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with optional cover letter and resume prior to the closing date.*

**Bandon Dunes is an Equal Opportunity Employer**