



JOB DESCRIPTION

Department: Greenkeeping

Job Title: Head Greenkeeper (HGK)

Reports to: Course Manager (CM)

THE ROLE

The Head Greenkeeper is responsible for assisting the CM in the running of the Greenkeeping department management operation, daily operations on the Old/New (delete as appropriate) course and fully deputising for the CM in their absence. The HGK should help ensure course operations are carried out in line with the prescriptions laid down in the Club Strategy Document. The HGK should live our purpose daily and work with the CM and the Club towards achieving our vision (WAWH).

KEY RESPONSIBILITIES

- To lead the Deputy Head Greenkeepers and entire greenkeeping team in presentation of the courses and associated areas to the standards laid out in the Club Strategy Document. Ensure maintenance tasks are carried out in line with the departmental Standard Operating Procedures and to expected (WAWH) standards.
- Assist the CM in planning our course maintenance schedule around the golf diary and forecasted weather events.
- To work with the CM to manage budgets, identify cost saving and service improvements, forecast and prepare year on year.
- To maintain frequent and effective communication with CM and other course supervisors to ensure effective sharing of machinery and staff resources.
- To demonstrate pro-active approach in anticipating and dealing with pests, diseases and environmental conditions that can be damaging to turf quality and customer experience.
- Working with the CM to carry out supervision of weekend working and managing the weekend-rota for the courses ensuring there is sufficient cover to carry out work required and contingency in place for absence or unexpected environmental conditions. To deal with or communicate any issues at the weekend and make decisions on course status across the whole site.

- Assist in the management of the irrigation and water transfer systems and ensure they are functioning correctly. Communicate any issues with CM. Ensure adequate irrigation is maintained at all times and that the system and programmes are monitored 7 days a week.
- Assist the CM with the management of the workshop and mechanic team.
- To work with course supervisors and the entire Greenkeeping team to ensure the golf courses are suitably prepared and presented for any competition or golf event.
- Attend weekly forward planning meetings with CM and Deputy Head Greenkeeper to discuss daily, weekly and monthly course maintenance requirements.
- Ensure a rolling 10-day job sheet is produced and updated daily.
- Lead in monitoring the team's holiday and sickness. Ensure holiday allowance is taken before year end and that there is always enough manpower to fulfill daily requirements. Ensure holiday tracker for each team is up to date. Carry out any return-to-work interviews.
- Attend bi-monthly 121 meetings and course walk audits with CM.
- Assist the CM in carrying out quarterly 121 meetings with the Greenkeeping team in the agreed standard format and maintain signed copies of each meeting. Discuss outcomes with CM to maintain development and training plans for staff.
- To carry out annual appraisals for Deputy Head Greenkeeper, 1st Assistant Greenkeeper, Senior Assistant Greenkeeper and Irrigation Technician.
- To assist the CM to promote, monitor and maintain health safety and security in the working environment and during the course of work, supporting risk assessments and taking remedial action to control risk and hazards as appropriate.
- Maintain positive daily communication with the club to assist with management of course status, restrictions on play and course utilisation.
- Deputise for CM by attending HOD, Committee and other meetings as required.

GENERAL

- Communicate with members, visitors and other staff members in a positive, friendly and courteous manner at all times.
- To maintain a professional standard of dress and appearance, in line with company standards.
- To demonstrate a pride in the workplace and treat machinery and club property with respect.

- To adhere to all statutory requirements regarding fire, health, safety and hygiene.
- To attend any training sessions as requested and adhere to company policies.
- Continued personal development through keeping up to date with industry trends and best practice. Researching and attending relevant training courses.
- Proactively support colleagues in delivering purpose.
- Carry out any additional duties as reasonably requested by the management team.
- Promote and advocate Walton Heath Golf Club in a positive light at every opportunity.