



Seaford Town Council

JOB DESCRIPTION – HEAD GREENKEEPER

Responsible to: Golf Professional

Grade: SCP 26 - 33

1. Job Purpose

To ensure the efficient management and maintenance of the Seaford Head Golf Course.

2. Duties

- 2.1 To maintain the golf course to high standards using modern cultural techniques and machinery.
- 2.2 To produce, monitor and review a management and maintenance plan for the course with detailed specification requirements.
- 2.3 To anticipate and advise on any technical problems on the course, recommending solutions as appropriate including amendments to specified works methods, chemical treatments, unforeseen turf diseases or soil pests etc.
- 2.4 To undertake all necessary cultural requirements for the maintenance of the course including mowing, scarification, aeration, top-dressing, fertilising and mechanical or chemical control measures.
- 2.5 To be responsible for the efficient maintenance of equipment, machinery, protective clothing etc. Carry out minor repairs and routine maintenance as appropriate and reporting defects promptly. Liaise with repairers and engineers as required.
- 2.6 To manage the replacement schedule of all machinery and equipment.
- 2.7 To supervise staff, distributing work according to individual's skill, qualification and experience. Anticipate and report staffing issues. Assist with coaching and management of trainees and other staff.
- 2.8 To maintain records of all works operations carried out, staff attendance records, machinery maintenance schedules, materials/chemicals stock and usage records, incident/accident records, etc.
- 2.9 To purchase necessary consumable items such as turf, fertiliser, pesticides, etc. in accordance with the Council's Financial Regulations.
- 2.10 To Liaise with the Golf Professional, Club officials and other Seaford Town Council staff as required to ensure best practise in the execution of works.
- 2.11 To attend meetings with the Golf Professional, Town Clerk, other Town Council staff, Golf Club officials as required.
- 2.12 To produce a quarterly report to the Golf Committee of the Town Council and attend the meetings which usually take place on a Tuesday evening.

- 2.13 To ensure the Council's policies are adhered to, liaise with the Golf Professional concerning control of play, advise and assist golfers, walkers and members of the public in a courteous and helpful manner at all times.
- 2.14 To ensure that the employees' logbooks are maintained and kept up to date.
- 2.13 To perform all tasks with the minimum of supervision, undertaking duties with due diligence and ensuring that all provisions of the Standing Orders and policies of the Council and Conditions of Service applicable to the post are met.
- 2.14 To exercise the required duty of care in respect of Health and Safety at Work Act and all Council policies, practices and procedures on health and safety matters. Comply with all statutory requirements and other instructions regarding the safe storage and use of chemicals, materials, machinery and equipment. Ensure that safety equipment and protective clothing is use at all appropriate times and maintained to the correct standard.
- 2.15 To undertake and review Health and Safety and Risk Assessments for the Golf Course.
- 2.16 To undertake any other duties required by the Council consistent with the level and scope of the post.
- 2.17 Where requested, to carry out suitable tasks at other open spaces and sites owned by the Council.