

FOREPERSON GOLF

Major Responsibilities:

- Directs the daily activities of golf greens staff, golf handy person and heavy duty cleaning staff; organizes crews, plans and directs their day to day activities
- Inspects golf course sites daily for compliance with golf course maintenance standards and public safety. Monitors work progress to ensure completion according to productivity and quality standards. Identifies work that is needed to be done and schedules crews and equipment accordingly
- Directs, trains and assists greens staff assigned to operate, ride and walk behind greens mowers, fairway and rough mowers, various types of greens aerifiers, vertical mowers, top dressers, venting, drainage machines and boom sprayers and sand groomers both gas and diesel type
- Purchases and arranges delivery of supplies from vendors, and inspects shipments to confirm quality and quantity of materials meet order specifications
- Provides information and monitors work of contractors to ensure compliance with health and safety standards and contractual obligations. Takes appropriate action when deviations from standards are identified
- Investigates and prepares reports and summaries on operational issues including incident/accident reports and work orders. Prepares and submits daily activity reports and/or maintains a logbook on daily activities and operational issues
- Ensures the effective application, inventory control and recording of various fertilizers and pesticides used on the golf course including fungicides, insecticides, herbicides and adjuvants
- Directs greens staff on various construction projects for new greens, tees, bunker and pathway sites
- Problem solves with staff on day-to-day concerns. Records attendance, submits time sheets and reports staff issues to supervisor
- Demonstrates working procedures within a golf course setting to greens staff and monitors work activities to ensure they are carried out safely and in compliance with all Health and Safety policies and legislation

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Considerable experience directing and training staff in all aspects of golf course operations
2. Considerable experience in golf course maintenance
3. Considerable experience in the installation, operation and repairs of computerized irrigation systems and pumping stations including winterization principles
4. Experience in performing minor repairs to golf course infrastructure
5. Experience in the safe and efficient operation and maintenance of all golf course related vehicles and equipment and specialized attachments
6. Experienced in the application of fertilizers and pesticides within a golf course setting
7. Must possess and be able to maintain a valid Province of Ontario Class "G" Driver's License and must qualify for the City's equipment operating permits and requirements as required for this position (May be required to possess or obtain a valid Class "DZ" License and trailer certificate)



Elle Woods

325 McArthur Drive
Toronto, Ontario M4J 2S3

June 26, 2016

Joy Daley
Human Resources Consultant
City of Toronto, 18th Floor, Metro Hall
55 John Street, Toronto, ON M5V 3C6

Re: Job ID # 234567, Foreperson Golf

Dear Joy Daley:

Attached is my resume in response to the above employment opportunity. As my background is an excellent fit with your requirements, I believe that I could make a valuable contribution to your team.

I have seven years of experience in scheduling and directing the daily work activities of production teams, ranging in size from 20 to 30 employees. Working as a quality control inspector in a plant specializing in the manufacturing of semi-conductors, I have learned the principles involved in ensuring that the quality of work conforms to both corporate and customer standards. My plant experience has also given me extensive knowledge of materials management.

I graduated from the University of Guelph with an Associate Diploma in Turf Grass Management, and I have gained comprehensive knowledge and understanding of the regulations and guidelines of the Occupational Health and Safety Act, WHMIS and Workers' Safety and Insurance Board. I applied this knowledge when I held the position as chair of a successful joint occupational health and safety committee.

I also have exceptional interpersonal skills. On my most recent performance evaluation, my manager commented on my ability to direct staff in a kind but assertive manner.

I would be pleased to have the opportunity to further discuss how I could contribute to the success of the organization. You can reach me during the day on a confidential basis at 416-693-5642.

Thank you for your consideration, and I look forward to hearing from you in the near future.

Sincerely,

Elle Woods

Elle Woods

325 McArthur Drive Toronto, Ontario M4J 2S3
416-693-5642 (cell), 416-394-7676 (work), elle.woods@gmail.com

Career Profile

Over ten years' experience in golf course maintenance combined with two years of experience directing and coordinating the activities of staff. Demonstrated experience and knowledge of quality control systems and measures. Extensive experience in creating thorough and concise reports. Excellent team player, able to work well with all levels of staff. Effective use of time management skills ensures that work is delivered on schedule in accordance with workplace safety practices and regulations.

Work Experience

2014 – Present, **Leadhand, PFR**, Parks, Forestry and Recreation, City of Toronto

- Plan work schedules and direct activities for diverse staff of 20, meeting organizational standards and the developmental needs of employees
- Repair and maintain parks infrastructure, inspect parks for compliance with maintenance and public safety standards
- Developed a quality assurance system to meet client and corporate standards, increasing productivity and output by 25 per cent
- Ensure that production conditions meet government and division guidelines and regulations
- Provide feedback to supervisor on employees' work performance resulting in defined training and development needs and consistent performance
- Complete daily activity reports and weekly time cards in a detailed and timely manner.
- Complete monthly report outlining reasons for discrepancies from budgeted costs for both labour and materials, resulting in improved systems and efficiency
- Schedule staff vacations to minimize work disruption

2008 – 2014, **Greenskeeper**, Parks, Forestry and Recreation, City of Toronto

- Operated all equipment related to golf course maintenance including tractors, greens mowers, triplex units, mechanical sand rakes, fairway mowers, top dressers, mechanical sprayers, power rollers, overseeders
- Set up, operated, maintained and performed minor repairs to semi-automatic and automatic irrigation systems
- Maintained flower and shrub beds
- Performed routine golf course maintenance such as changing holes and tee blocks, repairing divots and ball marks and servicing ball washers
- Inspected, cleaned and maintained fieldhouse and washrooms
- Interacted with golfers to ensure safe and orderly use of the course. Documented incidents as required. Escalated issues to foreperson when appropriate

2005 – 2008, **Greenskeeper**, Oakdale Golf & Country Club, Toronto

TORONTO Human Resources

- Operated light equipment related to golf course maintenance such as riding mowers, tractors, mechanical sand rakes, etc.
- Directed daily work activities of six maintenance employees, providing training, motivation and support as needed
- Operated, maintained and performed minor repairs to automated irrigation systems with tools specific to the different seasonal requirements of the golf course operation
- Arranged for service of greens equipment in event of mechanical malfunction, consulting with various technicians and receiving various estimates resulting in cost repair savings
- Chaired joint occupational health and safety committee, resulting in 20 per cent reduction of workplace injuries

2002 - 2004, part-time, **Golf Course Maintenance**, Beacon Hill Golf Course, Aurora

- Responsible for mowing and maintenance of greens, tees, fairways and rough, raking and maintenance of sand traps, raking and removal of leaves and other debris
- Ensured that components met customer and company specifications
- Responsible for application of fertilizers and pesticides on golf course according to scheduled fertilization plan
- Prepared daily inspection reports on course set up and discrepancies resulting in better quality control

Education

Associate Diploma, Turf Grass Management, University of Guelph

Licences

Valid Ontario 'G' and 'DZ' licences

Additional Training and Development

City of Toronto Courses

Dealing with Difficult Employees; Reducing Stress on the Job

Other Courses

Ensuring Quality Control; Effective Time Management Skills; Safety in the Workplace; WHMIS