

## Equipment Manager

### Job Description

<b>Position Title:</b>	Equipment Manager
<b>Division/Department:</b>	Maintenance
<b>Reports to:</b>	Senior Director of Agronomy
<b>FLSA Classification &amp; Position Type:</b>	Exempt / Full time
<b>Supervisory Position:</b>	Supervisory
<b>Location:</b>	Belmont, 1600 Hilliard Road, Henrico, VA 23228 With support to The Elson Redmond Memorial Driving Range

### JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

Belmont Golf Course, designed by Tillinghast and modified by Donald Ross, was the original Hermitage Country Club from 1918-1977 and served as the host of the 1949 PGA Championship, won by Virginian Sam Snead. Other Tillinghast courses include Winged Foot, Baltusrol and Bethpage Black, which joins Belmont as the only other public courses in the country designed by Tillinghast to host a major championship. In 2020, FTGR transformed the historic golf course into a community-focused, inclusive and affordable public golf facility for all ages. Belmont includes a driving range, short-game practice area, short course, putting course and 12 championship-level holes that celebrate the legendary design of course designer A.W. Tillinghast.

The organization has two other golf courses in the area. The Tattersall Youth Development Center at the First Tee Chesterfield Golf Course and The Elson Redmond Memorial Driving Range in downtown Richmond (which underwent a \$1.2 million renovation in 2017 and is home to the VCU men's golf team).

First Tee – Greater Richmond is seeking a collaborative, detail-oriented, and dedicated individual to assume the role of Equipment Manager at Belmont. This position reports directly to the Director of Turf Equipment and Senior Director of Agronomy.

This position will directly oversee the equipment fleet at Belmont, but will also function as a collaborative member of the FTGR Maintenance team and work with individuals across all three of our facilities.

Furthermore, there is opportunity for advancement within the organization, as we believe strongly in promoting from within.

The equipment fleet at Belmont is made up of primarily John Deere machines that are on a three-year lease program. In addition to the equipment, John Deere supports an annual internship program that includes: two equipment interns where they learn all aspects of equipment repair and preventative maintenance to support all three FTGR facilities.

Above all, this person will convey First Tee's brand image to all parties in the community – First Tee participants, parents, patrons, teachers, volunteers, donors, and staff.

## **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The role of Equipment Manager requires organization, attention to detail, and the ability to keep records on all equipment. Responsibilities include:

- Enthusiastic and detail oriented professional with knowledge and expertise of the latest turf equipment, and its maintenance standards.
- Develop, implement, and consistently document standards and maintenance programs.
- Develop and execute all standard operating procedures, emergency and safety plans, and best practices regarding care and operation of equipment.
- Oversees the care and preventative maintenance of all equipment
- Ensure compliance with all applicable local, state, and federal laws, OSHA rules and regulations, storage and disposal of chemicals, employee safety, public safety, etc.
- Provides recommendations to the Director of Turf Equipment and Senior Director of Agronomy for operating and capital equipment purchases and needs.
- Performs additional responsibilities related to the success of the organization.

## **JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)**

- Mature, Mission Minded Individual
- Valid Driver's License
- Requires a High School Diploma or GED equivalent
- Prior experience as a Golf Course Equipment Technician preferred
- Ability and passion to train and mentor staff in the proper use of equipment
- Small engine, hydraulic, and diesel repair experience
- Reel maintenance, grinding, and set-up experience

## **JOB BENEFITS**

- Annual salary of \$55,000 - \$60,000
- Continuing education opportunities

- Association dues
- Health insurance and 401K
- Paid vacation
- Exceptional work place culture

#### **OTHER INFORMATION AND EXPECTATIONS**

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer and other business information about the organization.
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.

#### **WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS**

This position has exposure to various weather conditions such as rain, heat, and cold. Typical days and hours of work are Monday through Friday, 6:00 a.m. to 2 p.m. Occasional evening and weekend work may be required as job duties and business demand.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand; walk; sit; crouch/stoop; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

#### **EEO STATEMENT**

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.

#### **APPLICATION PROCESS**

To apply, please send a resume and cover letter to Lee Coppock, Senior Director of Agronomy at [lee@firstteeva.org](mailto:lee@firstteeva.org).