

*Don Dillman*  
*101 South Street*  
*Penticton B.C. O2R 3E4*  
*713-555-1111*

## *Experience*

### *2006-Present Highline Country Club, Penticton*

Health and Safety Manager

- Developed and implemented entire Health and Safety Policy
- Completed WSIB Workwell Audit
- Responsible for all staff Health and Safety training such as WHMIS, Material Handling, and respiratory fit testing
- Responsible for writing and implementing new policies
- Monitor and evaluate Hazard and Injury Reports for trends
- Perform Monthly Health and Safety Inspections for entire club
- Perform Staff Health and Safety Training to ensure staff are working in Compliance with the Health and Safety Policy
- Work with Ministry of Labour and WSIB to ensure compliance
- Ensure all Health and Safety Reports are completed and processed

### *2003-Present Highline Country Club, Penticton*

Assistant Superintendent

- Coordinate staff to ensure course maintenance is completed in a prioritized order
- Responsible for the scheduling of all maintenance staff
- Monitor staff to ensure maintenance is completed within acceptable standards
- Ensure that Pesticide Inventory is accurate and up to date
- Perform annual machinery maintenance and inspections
- Responsible for the purchase of all supplies and equipment as well as all safety material
- Responsible for interviewing and hiring all maintenance staff
- Ensure communication with management, staff, and members on all existing and upcoming maintenance projects

*Don Dillman*  
*101 South Street*  
*Penticton B.C. O2R 3E4*  
*713-555-1111*

**2000-2001** *Highline Country Club, Penticton*

Equipment Manager

- Established comprehensive maintenance records and schedules
- Perform routine equipment maintenance
- Troubleshoot equipment repairs
- Operation of skid steer loader, tractors, and course mowers

***Education***

**B.C. College**

2009

- Hazard Identification
- Sampling and Analysis
- Fire Safety

**Industry Training**

2009

- WHMIS Train the Trainer
- Claims Management Certification
- Environmental Legislation

**Diploma in Horticulture**

University of B.C.

Graduated April 2003

- Deans List
- President of Student Chapter Turf Club

***Licenses***

- B.C. Pesticide Sprayers License
- St. Johns Ambulance First Aid and C.P.R.
- Medical First Responder
- Valid G Drivers License
- Level 1 & 2 Health and Safety Certified
- Landscape B.C. Certified Irrigation Technician
- Agricultural Institute of Canada- Professionalism and Ethics Course