SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Golf Course Worker (Seasonal)

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Code:	Service-Maintenance
Status:	Non-exempt
Control No:	50873

II. Summary Statement of Overall Purpose/Goal of Position:

Under the close supervision of the Golf Course Manager, Superintendent or Golf Pro performs skilled work pertaining to golf cart maintenance, administration of tee time schedule and range.

III. Essential Duties

CART ATTENDANT/RANGE PICKER

- Keep carts cleaned and in proper rotation to and from cart storage area.
- Keep cart staging area orderly in regards to proper parking of carts.
- As directed, pick range, clean balls, load machine and pick up baskets
- Responsible to document when carts need maintenance.

STARTER

- Insure orderly flow for starting times and play on golf course. Slow groups need to be advised of position on course in a courteous manner.
- Record cart number for each group's play. Be sure they are directed to appropriate tee five minutes before scheduled game.
- During summer always carry ice water and cups.
- Provide friendly and professional atmosphere at all times for guests.

RANGE ATTENDANT

- Sell tokens for range balls using a computerized point of sale system.
- Book advanced tee-time requests with point of sale computer system.
- Book golf lessons for the teaching staff.
- Promote and sell merchandise items such as balls, gloves, tees, and clubs.
- Clean and organize range building and area.

IV. Qualifications:

Education: High School education preferred.

Experience: Some related work experience preferred, but not required.

License: Must possess a valid Utah Driver's License.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Tools, machines, and equipment used in the maintenance and construction of City parks, athletic fields, the cemetery and recreation facilities; OSHA safety standards; general construction practice and procedures; principles of plant and turf life.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, and tools;

inform supervisor of athletic field problems that could restrict or deny field use.

Communication Skills: Minimal to frequent contacts with other departments and the public (coaches, school children) requiring tact and judgement.

Tool, Machine, Equipment Operation: Regular use of both light and heavy trucks and four-wheeled ATV's; frequent use of riding and walk-behind mowers, tractors, backhoes, and other facility, park and athletic field maintenance related equipment.

Analytical Ability: Follow written and verbal instructions.

V. Working Conditions:

Extensive field work in golf course (90% of work is performed outside); frequent exposure to heat, cold, and wet/humid conditions; constant exposure to excessive noise and vibration; frequent walking, bending and lifting (up to 50 lbs.), moderate stooping and/or kneeling; frequent exposure to excessive environmental and/or physical hazards; requires weekend, holiday, and evening work; this is a heavily supervised position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.