

City of Mission Job Description

Job Title: **Golf Cart Attendant**
Exempt



Classification: **Non-**

Department: Golf Course

Division: Club House

Supervisor: Golf Director

Effective: March 13, 2008

I. JOB SUMMARY

Individual performs a combination of the following duties. Responsible for maintaining golf carts to ensure proper working condition and clubhouse surroundings. Checks for damage and washes golf carts on a daily basis. Fixes flat tires and performs other minor repairs (e.g. replaces bearings, wheels, handles, etc.). Assists in testing and recharging batteries. May check minor electrical wiring and replace electrical accessories such as horn and headlights. May tow golf cart from the course as directed. Perform minor carpentry work to enhance clubhouse surroundings. May clean and sweep bag storage rooms. Throw trash from all areas of the clubhouse, inside or outside. Maintains restroom for any minor plumbing or electrical repairs as needed (faucet, urinals, and wall socket). May also perform delivery and pickup duties using city vehicle as required. May assist in tournament operations as directed. Individual is also responsible in keeping inventory records on equipment used, including MODS sheets for clubhouse. May perform other cleaning duties such as washing cart barn floor, and cleaning pump area using soap and acidic water. Vacuums restaurant daily and cleans all windows in the clubhouse. Individual will be assigned other duties when needed by supervisor/Golf Director.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D. is desirable, but not required.
- At least six to twelve months experience and/or knowledge of service and maintenance of golf carts.
- One (1) year experience in small engine repairs is required.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



IV. SKILL AND ABILITY REQUIREMENTS

- Ability to interpret city policy and procedures as related to the job position and communicate the same to the general public, co-workers, and personnel.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to maintain and develop a good working relationship with the supervisor and co-workers.
- Ability to assist the general public on the golf course.
- Ability to make decisions based on verifiable criteria.
- Ability to produce work to precise tolerances or standards.
- Ability to perform a wide variety of different types of task without the variety itself causing a loss of efficiency.
- Ability of precision work in use of hand tools to produce specific standards.
- Ability to use automotive hand tools and the ability to use electrical testing devices to determine the type of repairs required.
- Ability to speak clearly and hear well enough to communicate and maintain a good working relationship with the general public, co-workers, and supervisor.
- Ability to perform manual labor as required.

V. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- City vehicle, Golf carts, Automotive tools
- Hand tools, Ammeters, Wattmeter
- Electrical voltmeters, Golf cart batteries, welding tools
- General cleaning supplies, Policy & procedure handbook

VI. ESSENTIAL JOB FUNCTIONS

- Responsible for maintaining golf carts to ensure proper working condition.
- Checks golf cart for damage and washes carts on a daily basis.
- Fixes flat tires, replaces bearings, wheels, handles, and performs other minor repairs.
- Tows golf carts from the course as directed.
- May assist in recharging and/or replacing batteries.
- May perform minor carpentry work to enhance clubhouse surroundings.
- Maintains restrooms for minor plumbing and electrical work.

- Maintains clubhouse for fixtures needed such as changing burn out lights.
- Responsible for general maintenance of the clubhouse by cleaning bag storage room, picking up trash and washing windows.

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- May wash floor and clean pump using soap and acidic water.
- Perform delivery task as directed using city vehicle.
- Keep inventory on supplies used, including MODS sheets for clubhouse.
- May assist in tournament operations as directed.
- Follows a specific work schedule as directed by Golf Director.
- Perform all job functions with special attention to safety and city policies and procedures related to the job position and any other duties assigned by Director/Head Professional.

VII. NON-ESSENTIAL JOB FUNCTIONS

- None

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Extreme heat (non-weather)				X
Extreme cold (non-weather)				X
Outdoor weather conditions				X
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip hand tools to maintain golf carts. Fine finger dexterity is required to hand write notes and work orders on golf carts.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Buckets of sand
	6-10 lbs	F	Install and take out golf cart batteries, take out trash
	11-20 lbs	F	Lumber for carpentry work
	21-25 lbs	O	Ice chests in beverage carts
	26-50 lbs	O	Ice chests in beverage carts
	51-75 lbs	N	
	76-100 lbs	N	
CARRYING	Up to 5 lbs	F	Buckets of sand
	6-10 lbs	F	Install and take out golf cart batteries, take out trash
	11-20 lbs	F	Lumber for carpentry work
	21-25 lbs	O	Ice chests in beverage carts
	26-50 lbs	O	Ice chests in beverage carts
	51-75 lbs	O	Golf clubs
	76-100 lbs	N	
PUSHING/PULLING	Up to 5 lbs		
	6-10 lbs		
	11-20 lbs		
	21-25 lbs		
	26-50 lbs	C	Golf carts
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Up to 8-12 feet to perform maintenance in and around clubhouse.
STOOPING (bending at waist)	F	Provide maintenance on golf carts.
KNEELING (one or both knees)	F	Provide maintenance on golf carts.
CROUCHING (bending at hips/knees)	F	Provide maintenance on golf carts.
CRAWLING	F	Provide maintenance on golf carts.
REACHING	C	Golf carts and golf equipment.
TWISTING/TURN (rotation)	C	While driving golf carts to park or maintain.
HANDLING (manipulated objects)	C	Golf carts and golf equipment.
STANDING	C	Washing and maintaining golf carts.
WALKING	C	Storing golf carts at cart barn, walking around golf course & clubhouse
SITTING	O	Golf carts, starter duties
FINGERING (finger dexterity)	F	Pens, scorecards, telephone, pencils, small electrical tools
GRASPING (whole hand activities)	F	Pens, scorecards, telephone, pencils, small electrical tools

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I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date