

CITY OF SALINAS

GOLF CART ATTENDANT

BARGAINING UNIT/CLASS CODE:

Temporary / S55

DEFINITION

Under direction, will clean, properly store and recharge all golf cars; properly tag and report all golf cart damages to pro shop; and perform other related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Golf Operations Manager and Golf Operations Supervisor. May receive direct and/or indirect supervision from other golf staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Return used and unused golf carts to the barn. Empty all trash from cars and clean entire outside of golf carts. Drive carts to proper lanes for rotation and set for recharge if needed. Inspect all carts for damages, tire pressure and red tag carts needing repair. Notify pro shop of any golf cart repair services needed.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, including uneven surfaces, physical strength to lift up to 40 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Bending, crouching, or kneeling, pushing/pulling of supplies, reaching in all directions and prolonged periods of time. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Rules and regulations of golf.

Ability to:

Establish and maintain effective working relationships with the public, staff and others contacted in the course of work.

License or Certificate:

Possession of a valid California Class "C" Driver's License.

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Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 4-04, REV: 2-07