

CITY OF SALINAS

RANGE ATTENDANT

BARGAINING UNIT/CLASS CODE:

Temporary / S55

DEFINITION

Under direction, shall coordinate the retrieving of all range balls; maintain the cleanliness of the range area and range balls; restock the range balls in the proper storage area; and perform related duties as required.

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:

Pick up range balls with range picker and hand pick balls around perimeter of the range. Wash range balls. Pick up range buckets and trash in range area. Restock range buckets or range machines. Sort out damage or worn out range balls. May be assigned the duties of golf cart attendant.

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 20 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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RANGE ATTENDANT (continued)**

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 _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 4-04, REV: 2-07