

PARK CITY MUNICIPAL CORPORATION JOB DESCRIPTION

Range Attendant/Golf Car Servicer
Pro Shop Department
Position # 25612
Reports to: Assistant Golf Pro

Updated: February 3, 2010 FLSA status: Non-Exempt

Grade: Seasonal 02

JOB SUMMARY

The Range Attendant/Golf Car Servicer works under the direction of the Assistant Golf Pro/Manager on Duty to provide daily service to the golfing public. Ensures a good experience for public through excellent customer service skills. Performs maintenance tasks such as keeping up course appearance, preparing golf carts for use, etc. Assists with evening closure of facility.

EXAMPLES OF TYPICAL JOB DUTIES

Reports to Assistant Golf Pro/Manager on Duty

Is responsible for cleaning and restocking of golf carts

Keeps up appearance of golf range area

Picks driving range, including chipping of border areas, and daily cleaning of range balls

Assists with outside services to greet guests, clean clubs, and assist in unloading.

Assists in keep up of facility and course appearance

Assists with evening shutdown of course

Other duties as assigned or directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work in fast paced environment
- Excellent communication skills, both verbal and non verbal
- Ability to work intensively with the public
- Ability to work within a team environment

EDUCATION AND/OR EXPERIENCE

Required:

Excellent communication skills.

Preferred:

Team involvement experience.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, talk and hear.
- The employee is frequently required to use hands and fingers to handle or operate objects, controls, tools and golf cars. Ability to climb and pull own weight in and out of equipment
- Must be able to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move more than 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

*Essential functions of the job

- Work is performed outside.
- The employee frequently works near moving mechanical parts; occasionally in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.
- Work is performed primarily in outdoor settings, in all weather conditions including extreme temperature extremes, and includes day, afternoon, holiday and weekend shifts.
- Periodic exposure to stressful situations
- May require small amounts of travel to and from meetings and trainings.
- The noise level in the work environment is usually moderate.
- Non-traditional working hours which include evening, weekend and holidays.

The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified.

Approved By:		Date:	
	Supervisor of Position		
Approved By: _		Date:	
дрргочес Бу.	Human Resource Department		
Approved By: _		Date:	
	City Manager		

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