



Office of Human Resources  
Golf Cart Attendant - CG2943  
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### General Statement of Duties

Ensures golf carts are clean and assists with the day to day operations and maintenance of a golf course, driving range and golf cart fleet.

### Distinguishing Characteristics

Golf Cart Attendant is distinguished from the Golf Starter/Ranger in the type and level of duties performed. A Golf Starter/Ranger is more customer service focused because they're greeting the players and informing them of golf course rules and regulations.

### Level of Supervision Exercised

None

### Essential Duties

Cleans and maintains the golf driving range by picking balls with machinery and/or by hand, washing range balls and moving to ball dispenser, maintaining professional clean appearance of hitting bays and ball dispenser area.

Pulls carts in and out of storage area throughout each day and maintains cleanliness of golf carts.

Transports carts from storage to staging area and vice versa.

Keeps storage and staging area clean and free of trash.

Ensures golf carts are stocked with the necessary supplies.

Details golf carts on a regular basis to ensure upkeep.

Reports all cart damage and needed repairs to the appropriate personnel as soon as possible.

Reports all needed repairs of range equipment to the appropriate personnel as soon as possible.

Washes range cart and fills range cart with gas before starting work as needed.

Fills and maintains watering stations on the course throughout the day.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Knowledge & Skills**

Skill in maintaining and ensuring cleanliness of equipment.

**Education Requirement**

None

**Experience Requirement**

None

**Education & Experience Equivalency**

None

**Licensure & Certification**

Must be at least 16 years of age at the time of application.

**Working Environment**

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.  
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.  
Potential exposure to humid conditions with high moisture content to cause bodily reactions.  
Noise: sufficient noise to cause distraction.  
Personal Safety: aware of surroundings, people, and events.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.  
Eye/hand/foot coordination: performing work through using two or more.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Fingering: picking, pinching or otherwise working with fingers.  
Hearing: perceiving the nature of objects by the ear.  
Lifting: raising or lowering objects no more than 50 pounds, from one level to another.  
Pulling: exerting force upon an object so that it is moving to the person.  
Pushing: exerting force upon an object so that the object is away.  
Reaching: extending the hand (s) and arm (s) in any direction.  
Repetitive motions: making frequent movements with a part of the body.  
Sitting: remaining in the normal seated position.  
Standing: remaining on one's feet in an upright position.  
Stooping: bending the body by bending the spine at the waist.  
Talking: expressing or exchanging ideas by means of spoken words.  
Walking: moving about on foot.

**Background Check Requirement**

Criminal Check

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

**Pay Grade: Z-117**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**