



Office of Human Resources
Golf Starter and Ranger - CG2378
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Greets players and informs them of golf course rules and regulations and provides players with a high level of customer service.

Distinguishing Characteristics

This classification is distinguished from the Golf Cart Attendant who is responsible for ensuring golf carts are clean and assists with the day to day operations and maintenance of golf courses and golf cart fleets.

Level of Supervision Exercised

None

Essential Duties

Informs players of rules and regulations pertaining to the golf course, warns those players that aren't following the rules and then informs proper golf course staff of those that are in violation.

Checks daily play tickets, provides direction and assistance to golfers and ensures the smooth flow of play on the course.

Drives golf cart and checks for pace of play, rules and regulations.

Provides timely updates and communication regarding pace of play, status of tee times, course conditions and other pertinent information to the Golf Pro Shop.

Completes accident and incident reports, handles emergency situations and submits documentation to the course supervisor when necessary.

Informs the Golf Professional or Assistant Golf Professional if supplies are low and need to be ordered.

Maintains accurate tee time, customer records and pace of play records using a computerized tee sheet program.

Performs other related duties as assigned or requested.

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.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the rules and etiquette of golf sufficient to be able to monitor golf activities and enforce rules and regulations.

Education Requirement

None

Experience Requirement

One (1) year of participation in the game of golf on a recreational basis.

Education & Experience Equivalency

None

Licensure & Certification

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

Working Environment

Extreme cold: temperature cold enough to cause marked bodily discomfort.

Extreme heat: temperature hot enough to cause marked bodily discomfort.

Wet: frequent contact with water or other liquid.

Humid: conditions with high moisture content to cause bodily reactions.

Subject to long irregular hours.

Subject to stressful situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

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

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hands(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Receptive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

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: