

# JOB DESCRIPTION

## CITY OF FARMINGTON

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JOB TITLE: GOLF COURSE ATTENDANT

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PAY CLASS: SEASONAL

DEPARTMENT/DIVISION: PRCA/Golf Course

LATEST REVIEW DATE: 1/2008

PERSONNEL REVIEW: J. Wadsworth-Begay

DEPARTMENT REVIEW: Chris Jones

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### JOB DUTIES

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#### ESSENTIAL DUTIES:

Works under the supervision of the Golf Course Manager or designee.

Patrols golf course property for the purpose of directing players in the proper manner of play and the proper observance of course rules and regulations.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Enforces established rules of course among golfers such as replacing divots, wearing of proper clothing and practicing at designated sites.

Works a varied schedule to include evenings, weekends, and holidays.

Takes measures to expedite play as necessary.

Receives and responds to complaints from golfers.

Promotes positive customer service relations.

Cleans course facilities including restrooms.

Picks and services driving range.

Responsible for placing water bottles on course, keeping them filled, and cups supplied as needed.

Job Description - Golf Course Attendant

Performs duties as a starter for play.

Answers telephone, schedules tee times, and responds to inquiries from the public.

Places flags on course before golfers begin and pick them up in the evenings after golfers finish.

Moves and cleans golf carts as needed.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

#### NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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## QUALIFICATIONS

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This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Ability to learn policies, rules and regulations of the course.

Must possess advanced customer service skills.

Must possess good verbal and written communications skills.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Ability to enforce and direct the public in policies, rules and regulations.

Ability to work harmoniously with patrons and fellow employees.

Ability to maintain records and files.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Ability to follow verbal and or written instructions.

Job Description - Golf Course Attendant

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Ability to use equipment and tools properly and safely.

**TOOLS AND EQUIPMENT USED:**

Janitorial equipment including vacuums, mops, brooms, dusting equipment, ball washers, golf cart, range picker, and telephone.

**PHYSICAL DEMANDS:**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand and walk, talk and hear. use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and use hands to finger, handle, feel or operate objects, tools, or controls.

The employee may occasionally lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 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:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and lightning.

The noise level in the work environment is quiet to moderate.

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