

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #16: PRO SHOP ATTENDANT

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks Recreation and Cultural Affairs

WORK LOCATION: Pinon Hills Golf Course

PAY CLASS: Temporary

HIRING RANGE: \$7.50 per hour

DAYS WORKED: Varies

HOURS WORKED: Varies

TYPE OF POSITION: Temporary, Part-Time

APPLICATIONS WILL BE RECEIVED UNTIL: Open Until Filled

JOB DUTIES

ESSENTIAL DUTIES:

Collects green fees, reserves tee times, sells golf supplies and starts players on the golf course.

Brings carts up from the cart barn in the morning, cleans, gases and checks carts after each use.

Picks range balls and washes said balls as assigned.

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 out of bound areas, cart regulations, wearing of proper clothing and practicing at designated sites.

Knowledge of tournament schedule.

Assists coordinator in keeping records of season pass holder and private cart usage.

Cleans restrooms as assigned.

Keeps the club house area in a neat and orderly condition.

Assists golf pro in pricing merchandise and inventory.

Receives and responds to complaints from golfers.

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:

Relieve other personnel at the golf course when necessary.

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.

QUALIFICATIONS

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.

Extensive background checks required.

Ability to work harmoniously with patrons and fellow employees.

Good oral and written communications skills.

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

Must be able to count change.

Ability to maintain records and files.

Working knowledge of the rules of golf.

Ability to learn and enforce course policies, rules and regulations.

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.

Ability to use equipment and tools properly and safely.

TOOLS AND EQUIPMENT USED:

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

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; walk; and 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 talk or hear.

The employee may occasionally lift and/or move up to 50 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.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.