

# **JOB OPENING**

## **CITY OF FARMINGTON**

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### **JOB POSITION #17: CART AND RANGE ATTENDANT**

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**NUMBER OF VACANCIES:** 6    **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

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### **JOB DUTIES**

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#### ESSENTIAL DUTIES:

Under the direction of the Golf Professional and other Pro Shop staff, will attend to the golf cart fleet and driving range.

Responsible for staging carts which includes bringing carts from the cart barn in the morning, cleaning, fueling and checking carts after each use and returning carts to cart barn at the end of the day.

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

Ensures that carts are available for player use at all times.

Ensures that practice range is open and ready for players in the mornings and will pick, clean and fill dispenser with range balls throughout the day.

Enforces established rules of course among golfers such as out of bound areas, cart regulations, wearing of proper clothing and practicing at designated sites.

Works closely with Pro Shop staff to prepare for and conduct golf tournaments.

Ensures the clubhouse and practice range areas are kept orderly and clean, including restrooms and trash receptacles.

Responsible for cleaning and stocking restrooms as needed throughout the day.

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:

Relieves 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.

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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.

#### **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.

Ability to maintain records and files.

Working knowledge of the rules of golf. Knowledge of golf tournament schedule.

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, 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.

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