

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Golf Outside Services Manager**  
***(Part-Time with medical and retirement)***

**POSITION CONTROL NUMBER: PR1209, PR1210**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under direct supervision, this part-time permanent position assists the Head Golf Professional with daily skilled and semi-skilled task which involve multiple golf service functions. Primarily responsibility for evaluation of equipment operation, keep appropriate levels of driving range inventory, and must have the experience and ability to keep driving range and golf carts maintained. Day-to-day and seasonal tasks may differ. Performs other duties as assigned. This position is supervised by the Head Golf Professional at any of the three (3) counties owned and operated facilities.

**WORK PERFORMED**

**80% Maintenance.** Weekly picking of the driving range, cleaning and refueling of carts and preparing driving range equipment at course daily for play at Lake Shawnee Golf Course, Cypress Ridge Golf Course or Forbes Golf Course. Ability to recognize needed repairs for Head Golf Professional to meet Shawnee County Golf quality standards.

**10% Craft Skills.** Trouble shooting and diagnosing of repairs to all golf carts, and driving range equipment.

Note: Emergency repairs may be required at any time and or any day of the week.

**10% Communication.** Assist the Head Golf Professional with daily outside service instructions to staff and communication with golf shop staff to assure daily functions are ready for daily play and or tournament request are being accomplished. Assist the Head Golf Professional with communication to staff on proper equipment operation and safety.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Golf Cart Operation
- Range Picker Operation
- Proper repairs and maintenance golf carts and range pickers
- Preparation and maintain good working condition of Golf Carts and Driving Range Equipment.
- Safety hazards and precautions.

**Ability to:**

- Understand and carry out oral and written instructions.
- Use and properly maintain the tools and equipment of the trade.
- Perform week-end duties as scheduled to meet equipment standards.
- Communicate effectively, both orally and in writing, using the English language.

## Shawnee County Position Description

### Part-Time Golf Outside Services Manager PTRM (PR1209, PR1210)

#### Skilled in:

- The use of all golf equipment such as range picker, range cart, and golf carts.

#### PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting	X				Driving	X			
Pushing/Pulling	X				Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights		X		
Throwing	X				Lifting			X		Around Moving Machinery			X	
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting			X		Twisting			X		Cramped Body Position		X		
Pushing/Pulling			X		Squatting			X		Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)			X	
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards			X	
<b>EYES</b>					Walking				X	Slippery Surfaces			X	
Near Vision				X	Standing				X	Work Above Ground		X		
Far Vision			X		Sitting	X				Work Below Ground			X	
Color Vision				X	Carrying			X		Irregular Surfaces			X	
<b>VOICE</b>					Climbing			X		Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting			X		Temperature and Humidity				X

#### EQUIPMENT USED

Range Cart  
Golf Cart  
Range Picker  
Blowers

Beverage Cart  
Compressors  
Backhoe  
Hand tools, shovels and rake.

#### MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Must have at least (1) one years' experience in golf service operation
- Must be eighteen (18) years of age.

#### SPECIAL REQUIREMENTS

- Required to pass a pre-employment background, physical, and drug screen.
- Required to lift fifty (50) pounds.

**Shawnee County Position Description**

**Part-Time Golf Outside Services Manager PTRM (PR1209, PR1210)**

Must be available to work a wide range of schedules, including evenings and weekends.

*This position is a Classified, Non-exempt permanent Part-Time Position with Medical and Retirement. It is a permanent position requiring between 1,560 hours and 2,079.99 hour of work per year on a regular basis. A part-Time Position with Medical and Retirement is eligible for all benefits.*

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Supervisor's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 1/2024  
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