

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 general management staff with daily skilled and semi-skilled task which involve multiple golf service functions. This position is to assist with, but not limited to, the day-to-day operations of the golf shop and services department. Primarily responsible for evaluation of equipment operation, keeping 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) County-owned and operated facilities.

WORK PERFORMED

- 35% Maintenance.** Conducts 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. Recognizes and communicates needed repairs for Head Golf Professional to meet Shawnee County Golf quality standards.
- 35% Supervision of Staff.** Supervises golf course intermittent staff with respect to accountability for performance. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to maintain course operations. Checks work procedures and products.
- 15% Customer Service.** Performs customer service skills such as: answering to public comments and concerns.
- 15% Communication.** Assists 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. Assists 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.

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

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.

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
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting		X			Driving			X	
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights		X		
Throwing		X			Lifting (50 lbs.)			X		Around Moving Machinery			X	
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting (50 lbs.)			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			LEGS/FEET					Electrical Hazards			X	
EYES					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	
VOICE					Climbing			X		Moving Objects			X	
Talking				X	Jumping		X			In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting (50 lbs.)			X		Temperature and Humidity				X

EQUIPMENT USED

Range Cart
Beverage Cart
Golf Cart
Phone

Range Picker
Computer
Blowers
Hand Tools

Garden Tools - shovels,
and rakes

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- 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.
- Must be available to work a wide range of schedules, including evenings and weekends.

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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
Revised: 09/2026