

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Golf Cart & Range Attendant**  
**(Golf-Outside Services)**

**POSITION CONTROL NUMBER: PRX623**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, the Intermittent Golf Cart & Range Attendant ensures outside components of the golf operations are facilitated. Includes golf cart fleet management, driving range, and consistent facility/grounds cleanliness and upkeep. Assists the Golf Operations Manager, Head Golf Professional and Assistant Golf Professional with the day-to-day operations. Ensures customers are provided excellent service. Responsible for the stocking and cleanliness of the Pro Shop and Restroom facilities. Performs other duties as assigned.

**WORK PERFORMED.**

**50% General Carts Services.** Meets and greets all guests in a friendly, courteous, and professional manner. Provides carts that are in excellent working condition to guests by directing them to the daily staging area and returning them to the cart barn free of debris and items. Ensures carts are properly stored and refueled. Complies with safety procedures and policies while performing job duties, including safely operating golf carts. Inspects carts and equipment to detect wear and damage to ensure safety, cleanliness, and proper working order. Communicates damage and concerns to the Golf Professional on duty in a timely matter. Coordinates with Pro Shop Attendant to maintain a consistent level of cart availability. Maintains all Cart Barn work, storage, and service areas. Properly stores and secures carts at the end of each day of operation.

**45% General Range Service.** Maintains grounds of player's entrance, staging area, driving range tee, and driving range. Conducts range picking, cleans range balls, and keeps golf shop supplied with clean range balls as needed. Maintains good personal hygiene and wears proper attire as established by management. Works with the Head Golf Professional/Assistant Golf Professional in setup and execution of tournaments and outings. Participates in required employee orientation and safety trainings.

**5% Performs other duties as assigned or required by management.**

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Basic rules of golf and equipment.
- Functions of the Shawnee County Parks + Recreation Golf Division
- Federal, State and County laws, resolution, rules and regulations.

**Ability to:**

- Establish and maintain effective working relationships with other employees and the public.
- Communicate effectively, both orally and in writing, using the English language.
- Provide excellent customer service.
- Follow oral and written instruction.
- Operate various golf course equipment.

**Skill in:**

- Strong verbal communication skills with customers.

**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-20 lbs.		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-20 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				<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 Temperature and Humidity				
Hearing			X		Lifting-20 lbs.		X					X		

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**EQUIPMENT USED**

Tablet Computer	Cleaning Supplies	Range Picker
Power Washer	Golf Cart	

**MINIMUM QUALIFICATIONS**

- Sixteen (16) years of age.

**SPECIAL REQUIREMENTS**

- May be required to work weekends and some holidays.
- Required to lift twenty (20) pounds.
- Required to pass a background check, pre-employment drug screening, and a review of driving record.
- NOTE: Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management’s discretion. Intermittent positions are not eligible for 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
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_____ Administering Supervisor’s Signature / Printed Name	_____ Date
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_____ Appointing Authority’s Signature / Printed Name	_____ Date
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Created: 12/23  
Revision History: 02/24