



**City of Freeport
JOB DESCRIPTION**

POSITION TITLE: RANGE ATTENDANT – GOLF COURSE

DEPARTMENT: Golf Course FLSA Status: Non-Exempt Approved by HR: 11-18-2020
Standard Work Hours: Part-Time Hours Vary, and may include weekends and evenings for golf course events

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.

GENERAL JOB SUMMARY: Under the general supervision of the Golf Course Director and Crew Leaders the Range Attendant performs general golf course maintenance and cleaning functions.

ESSENTIAL FUNCTIONS: *Essential functions may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential functions may include, but are not limited to, the following:*

ESSENTIAL DUTIES	% of TIME
1. Cleans golf equipment including golf carts and range balls.	20
2. Picks up range balls and other debris on driving range.	20
3. Maintains and refreshes drinking water on golf course.	10
4. Keeps outside of Pro Shop clean.	10
5. Performs basic cleaning of the golf course and driving range facilities.	10
6. Assist with duties of the Pro Shop as needed.	5
7. Assist with basic mechanical duties as needed.	5
8. Contributes to successful execution of Golf Course events.	5
9. Works closely with other members of the Golf Course and other City teams to provide a coordinated and supportive approach to service delivery.	10
10. Performs other duties as assigned.	5

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge:

- Requires operational knowledge of golf carts, utility vehicles, and other golf-related equipment including power-washers for cleaning functions.
- Knowledge of customer service principles and practices.
- Knowledge of safety principles, practices and techniques related to golf course safety.



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Skills In / Ability To:

- Complete maintenance work orders and task safely, efficiently, and effectively
- Follow directions of Team Lead, Supervisor and/or Director
- Follow safe work practices
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City professionally.
- Ability to read, write, and speak to follow course work orders and interact with Golf course patrons.
- Ability to complete basic mathematical functions in daily work and when working with pro shop.

MINIMUM QUALIFICATIONS: Education, Licenses/Certifications, & Experience

Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.

REQUIRED:

- **Education:** High school diploma or GED
- **Licenses / Certifications:** Requires Texas Driver's License (Class C or higher), and Safe Driving Record, and ability to be insured.
- **Experience:** minimum of one (1) year of consistent work history, preferably in Golf Course, Parks/Grounds, or other outdoor recreation operations.

PREFERRED:

- Safety training certifications preferred.

PHYSICAL REQUIREMENTS and WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions: Conditions include working outdoors and/or in a garage environment frequently. Working in inclement weather may be necessary. Working hours may fluctuate to meet the needs of the golf course patrons and to accommodate golf course events. Must be available to share call-in duty responsibility with co-workers on a rotating basis. All City employees may be required to report for duty during emergencies to ensure continuity of City services as needed.

Physical: While performing the duties of this job, the employee is regularly required to communicate with patrons and co-workers, including hearing and speaking. The employee is frequently required to stand, walk, sit, squat, bend, use hand and finger dexterity, and use physical strength to lift, reach, push, pull, and apply pressure. Work requires the ability to climb, balance, stoop, kneel, crouch, and/or crawl. Employee may be required to lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental: While performing the duties of this job, the employee must maintain professional, respectful communications with patrons, the general public, co-workers, and supervisors. Must be able to multi-task, prioritize, problem-solve, and work under time-constraints. Must be able to maintain confidentiality and resolve conflicts. This position may require independent judgement and sound decision-making related to maintenance needed in the absence of supervisory direction.



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All City employees are expected to demonstrate excellent work ethic and a high level of initiative, enthusiasm, and motivation to foster a positive working environment and continuous improvement in all aspects of job performance. All City employees are expected to be available for work as scheduled, report to work in a dependable and timely manner, and be physically and mentally fit to do their assigned work.

Employee acknowledges position requirements and asserts ability to perform duties of position.

Employee Signature: _____ **Date:** _____