

FLSA CLASSIFICATION: Non-Exempt PAY GRADE: PRA

# **DEFINITION**

To maintain and organize a fleet of golf carts and assist with daily operations for Golf Course.

# SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Head Golf Professional.

### **ESSENTIAL JOB FUNCTIONS**

Adheres to City attendance and punctuality policies demonstrating dependability.

Adheres to all City safety policies (protective equipment, pre-duty precautions checklist, etc.) to prevent unnecessary or unreasonable risk of injury to self, others, or property.

Adheres to department dress code policies to present a professional appearance. Should exhibit appropriate grooming and attire for the position and responsibility.

### Duties may include, but are not limited to, the following:

Park carts in designated parking areas.

Repair, clean, and do minor maintenance work to carts.

Charge batteries in carts.

Tow cart to and from storage facility.

Clean storage facility.

Clean parking area.

Clean restroom facilities.

Assist Golf Course Manager and Superintendent in preparing for tournaments.

Perform related duties as assigned.

# **QUALIFICATIONS**

### Knowledge of:

Basic methods and tools used for golf cart work. Safe work practices.

### Ability to:

Work weekends and holidays.

Operate light mechanical equipment.

Perform minor repairs.

Operate light turf equipment.

Work split shifts (morning and evenings).

## TRAINING AND EXPERIENCE

No experience required. Possession of, or ability to obtain within three years, a High School Diploma or GED.

# **LICENSES AND CERTIFICATES**

Possession of a valid Texas Drivers' License.

### The City of La Porte is an Equal Opportunity Employer of Qualified Individuals

(Circle One)

I have read the job description above and can perform the job duties **with without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date