

JOB DESCRIPTION
MURFREESBORO MUNICIPAL GOLF COURSES
PART-TIME RANGE/CART HELPER

1. JOB TITLE: PART-TIME RANGE/CART HELPER

2. DEFINITION: The position of part-time Range/Cart Helper requires an individual who is capable of exercising independent judgment within the limits of the position and who possesses skills related to golf cart upkeep and driving range upkeep. This employee is also responsible for some light janitorial work. The employee is under the general direction of the Director of Golf, the Head Golf Professional, and the Shop Manager of the Golf Course Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Non-Safety Sensitive, the employee will be subject to reasonable suspicion, post-accident (incident), return-to-duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. This employee will operate a hand-held radio, motorized golf carts, motorized range carts, ball wash machine, pressure washer, weedeater, broom, mop, and vacuum cleaner.
- b. The employee uses a ladder for washing windows.
- c. Work is performed indoors and outdoors and the employee may be exposed to tobacco smoke, fumes and chemicals, toxic substances, janitorial chemicals, foul odors, body fluids and bloodborne pathogens, noise, heavy lifting, sharp tools, machines with moving parts, and extreme weather conditions.
- d. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Sits, stands, bends, stoops, reaches, and walks intermittently and lifts objects weighing fifty (50) pounds.

(RELATED TO GOLF CARTS)

- a. Washes golf cart after every use.
- b. Checks carts after every use for maintenance problems or body damage.
- c. Details each golf cart assigned to the individual range/cart helper from top to bottom once a month.
- d. Waxes each golf cart assigned to the individual range/cart helper a minimum of four times a year or more than the minimum if needed.
- e. Retains information on general maintenance of each golf cart. Any defects, such as tire pressure, brake adjustments, steering, etc. will be noted.
- f. Maintains a proper schedule of golf cart rotation.
- g. Keeps pull carts clean and in good working condition and stores pull carts in an orderly manner.

(RELATED TO DRIVING RANGE)

- a. Picks driving range with range cart on a daily basis unless the range is closed due to weather or some other condition.
- b. Hand picks the driving range as needed in the areas that are not accessible to the range cart.
- c. Picks driving range completely on designated day after range is closed in order for the maintenance department to mow this area on a weekly basis.
- d. Straightens bag racks throughout the day as needed and at the end of the day.
- e. Collects range ball baskets and returns to the ball dispenser machine area as needed and at the end of the day.
- f. Cleans range balls each time they are picked from the driving range.
- g. Weedeats driving range area and keeps the area free from trash and debris.
- h. Keeps ball dispenser machine stocked at all times.

(RELATED TO CLUBHOUSE DUTIES)

- a. Empties trash cans at least once a day or more if needed as well as cleans and sanitizes trash cans on a weekly basis.
- b. Sweeps the deck and stair area at the end of each day.
- c. Cleans parking lot area of trash at the end of each day.
- d. Picks up and disposes of trash from the clubhouse area, scoreboard, putting green, and driving range each day.
- e. Weedeats area around clubhouse, cart storage building, and scoreboard on a weekly basis or as needed.
- f. Sweeps, mops, and vacuums restrooms daily as needed.
- g. Cleans and sanitizes toilets daily.
- h. Stocks toilet paper and paper towels daily.
- i. Washes windows as needed which may involve climbing up and down a ladder.
- j. Checks janitorial supplies daily and notifies supervisors of low inventory on any items.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least sixteen (16) years of age; eighteen (18) years of age preferred.
- b. Must have legal authorization to work in the United States of America.
- c. Must possess a driver's license valid in the United States.
- d. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.

- e. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- f. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- g. Knowledge of and ability to safely operate motorized golf carts and range cart using proper golf etiquette.
- h. Knowledge of basic janitorial procedures
- i. Ability to lift and move objects weighing up to fifty (50) pounds.
- j. Knowledge of or ability to learn about occupational hazards and safety precautions.
- k. Must be able to distinguish between different cleaning materials.
- l. Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and the public.
- m. Ability to meet and deal effectively with the public in a pleasant manner.
- n. Ability to work flexible hours with some weekend and holiday work required.
- o. Ability to maintain accurate time card for hours worked.
- p. Ability to learn and follow city policies and regulations.
- q. Ability to report for work on time and perform the duties of the job for the scheduled workday.

Non-Exempt
Non-Safety Sensitive
January 30, 2009