

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 07/14/2017 – 07/25/2017 **EEOC CODE:** **CLASS CODE:**

CLASSIFICATION TITLE: Golf Course Attendant

JOB CLASS (GRADE): MB 3

HOURLY RATE: \$12.14

LOCATION: Bowden Golf Course

WORK HOURS: Varies

DEPT. HEAD: Thomas Doles

WORK WEEK: Varies

REPLACEMENT NEW REQUIREMENT

JOB SUMMARY:

The Golf Course Attendant is responsible for providing assistance with the daily operation of the golf course clubhouse.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Keeps golf carts maintained, clean, and free of trash.
- Makes sure all golf carts are properly on charge at the end of each day.
- Responsible for picking up balls on the driving range, washing, and staging them daily.
- Collects green fees and cart fees and collects for merchandise purchased at the Pro Shop as needed.
- Assigns starting times when amount of play warrants it.
- Enforces course rules in and around clubhouse and on the course when requested.
- Keeps the public informed about the operation of the course and upcoming events.
- Performs some maintenance of the clubhouse and surrounding grounds.
- Takes out trash and keeps trash cans in a neat and orderly fashion.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Golf Course Attendant must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of golf course layout, rules, and etiquette.
- Ability to maintain simple records.
- Ability to meet and assist the public politely and courteously with golfing needs or problems.

- Skills in written and oral communication.
- Knowledge of golf course layout, regulations, and etiquette.
- Knowledge of the rules used in golf.
- Basic working knowledge of personal computers and ability to use word processing and database programs to maintain records as required.
- Ability to drive a golf cart.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Golf Course Attendant should possess, at minimum, a high school diploma or equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Golf Course Attendant is required to travel frequently in and around the golf course and occasionally to other locations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, coworkers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

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. The employee must be able to perform light physical activity including, bending, stooping, stretching, and lifting of light objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed indoors and at outside facilities where the employee is exposed to noise, dust and dirt, grease, and inclement weather.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER