



CLASS SPECIFICATION

Class Title: Lead Cart Worker
Department: Golf

Class Code: 1929
Grade: 4
Eff. Date: 03/28/2013

GENERAL PURPOSE

Under general supervision of the Golf Professional or Assistant Golf Professional, performs semi-skilled work pertaining to golf cart maintenance and rotation.

EXAMPLE OF DUTIES

Trains golf cart workers; assists with cart workers' shift schedules.

Tracks and records golf cart repairs and costs; prepares and tracks fueling schedule.

Coordinates golf cart needs for tournaments; ensures golf carts are available and ready for use.

Cleans golf carts; moves golf carts from storage area and ensures readiness for use; returns carts and aligns carts in storage area after use.

Performs major and minor repairs on carts; waters, discharges, and changes batteries; checks brakes and ensures brakes function properly; changes and repairs tires, checks tire air pressure, battery charge and general condition. Documents and reports any cart maintenance as needed.

Maintains a clean and orderly storage and staging area for carts.

Ensures availability of pull carts; moves and aligns pull carts for golfers' use.

Collects range balls, loads ball machine, and retrieves and returns empty ball baskets.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

This is an entry level position requiring no minimum amount of education or experience. Preference may be given for directly related experience.

2. Special Qualifications:

Must be at least sixteen (16) years old.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Some knowledge in general cleaning and washing.

Skill in driving a golf cart and range equipment.

Ability to: drive a golf cart and range equipment properly and safely; use cleaning solvents; create and maintain accurate records; perform golf cart maintenance and repairs; communicate effectively with the general public; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, golfers, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***