

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 902

GOLF CART ATTENDANT

GENERAL

Routine work in preparing, issuing and maintaining golf carts. Work is performed under direct supervision.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Collects tickets from golfers for cart usage and keeps record of carts issued. Checks carts for damage or mechanical problems. Removes trash. Hoses carts. Recharges batteries as needed.
- Schedules carts for servicing. Assists mechanics with servicing. Keeps records on charging, maintenance and breakdowns of carts.
- Replaces non-operating carts on courses, as needed.
- Cleans and maintains cart shed.
- Accounts for all golf carts, locks cart shed and sets alarm.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform limited maintenance and custodial duties.
- Ability to work outside under all weather conditions.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Some mechanical maintenance experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 17/42

Location: Parks and Recreation Department

GERS: Regular: Regular Class