

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 910**

**GOLF STARTER**

**GENERAL**

Routine work in arranging proper sequence of tee-off for golfers. Work is performed under general direction.

**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.*

- Checks tickets to insure payment of greens and carts fees or for membership privileges.
- Starts golfers off first tees in proper sequence according to prior reservations or by order of appearance.
- Arranges foursomes to avoid delays in course play.
- Maintains records and reports.
- Enforces and explains course rules to golfers and answers questions about the courses and weather.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of golf course operations and rules of golf.
- Ability to maintain simple records and make reports.
- 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.
- Ability to establish rapport with the public served.

**MINIMUM QUALIFICATIONS**

High school diploma. Some experience in public contact work preferably in a golf course operation.

*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. 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:** 14/42

**Location:** Engineering Department

**GERS: Regular:** Regular Class