



## Job Description

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<b>TITLE:</b>	<b>Outside Manager-Carts/Range/Janitorial</b>	<b>JOB CODE:</b>	5555
<b>DEPARTMENT:</b>	Parks and Facilities	<b>FLSA:</b>	Exempt
<b>PREPARED:</b>	February 2010	<b>UPDATED:</b>	August 31, 2020

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**Summary:** The position of part-time Range/Cart Manager requires supervision of all range/cart help. Must be capable of exercising independent judgment within the limits of the position and who possesses skills related to golf cart upkeep and driving range upkeep. The employee is under the general direction of the Golf Course General Manager/Head Professional.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Greets customers in a pleasant and courteous manner.
- Washes golf cart after every use.
- Checks carts after every use for maintenance problems or body damage.
- Details each golf cart assigned to the individual range/cart helper from top to bottom once a month.
- 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.
- Retains information on general maintenance of each golf cart. Any defects, such as tire pressure, brake adjustments, steering, etc. will be noted.
- Maintains a proper schedule of golf cart rotation.
- Keeps pull carts clean and in good working condition and stores pull carts in an orderly manner.
- Picks driving range with range cart on a daily basis unless the range is closed due to weather or some other condition.
- Hand picks the driving range as needed in the areas that are not accessible to the range cart.
- 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.
- Straightens bag racks throughout the day as needed and at the end of the day.
- Collects range ball baskets and returns to the ball dispenser machine area as needed and at the end of the day.
- Cleans range balls each time they are picked from the driving range.
- Weedeats driving range area and keeps the area free from trash and debris.
- Keeps ball dispenser machine stocked at all times.
- Uses a ladder for washing windows.
- May be asked to perform other job related duties away from the golf course.
- Performs other duties as directed by his/her supervisor.

**Required Knowledge and Skills:**

- Knowledge of County policies and procedures.

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- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Ability to perform satisfactorily in stressful situations and under the pressure of deadlines.
- Ability to understand and accept direction from others both verbally and in writing.
- Skill in following all job related safety procedures.

**Education and Experience**

- High School diploma or GED equivalent.
- Valid State of New Mexico Driver’s License or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed indoors and outdoors. The employee may be exposed to fumes and chemicals, janitorial chemicals, foul odors, body fluids and blood borne pathogens, sharp tools, and machines with moving parts.
- The employee may be exposed to tobacco smoke, noise, and extreme weather conditions.
- Sits, stands, bends, stoops, reaches, and walks intermittently; lifts objects weighing fifty (50) pounds.
- Frequently required to talk or hear.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Operates a hand-held radio, motorized golf carts, motorized range carts, ball wash machine, pressure washer, weed eater, broom, mop, and vacuum cleaner. Uses a ladder for washing windows.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____