



Tahoe Donner Association Job Description

Job Title: Driving Range Attendant
Job Code: 210
Department: Golf Course Operations
Reports To: Outside Operations Supervisor
Class Code: 9060
FLSA Status: Non-exempt
Salary Level: Hourly 6
Pay Range: \$11.60 – \$13.10 per hour
File Name: Driving Range Attendant.doc
Prepared Date: 05/29/07, revised 3/15/10, 4/28/11, 4/16/15, 10/17/15, 4/21/16, 4/10/17

SUMMARY

Under the supervision of the Outside Operations Supervisor, the Driving Range Attendant maintains the driving range in clean and working order. May be asked to invoke conflict resolution tactics with guests on the spot of interaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent service to members, customers, employees, and business partners alike and work well under pressure.

Maintain a working knowledge of the game of golf and Tahoe Donner Golf Course policies, procedures, rules, and regulations.

Monitor the driving range to ensure that members and guests are adhering to the golf course policies, rules and regulations.

Maintain the driving range and tee areas in a clean and organized manner. Pay attention to overall presentation of the range facility including, organization, trash, traffic, etc.

Operate ball dispensing and ball cleaning machines and maintain an adequate supply of balls in the machines for customers.

Coordinate the maintenance of the ball dispensing and ball cleaning machines with the Outside Operations Supervisor or Golf Manager.

Operate the ball-collecting vehicle to clear the range of golf balls in a safe manner.

Collect baskets to stack and store them in the shed for the evening.

Be responsible for locking and securing all Tahoe Donner assets in relation to the Range.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months of related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier. Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and communicate. The employee frequently is required to remain stationary, move, sit, and reach with hands and arms. The employee is occasionally required to position oneself close to the ground and use sense of smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

/_____
DATE