



**Tahoe Donner Association  
Job Description**

**Job Title:** Marshal  
**Job Code:** 440  
**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:** Marshal.doc  
**Prepared Date:** 04/08/08, updated 4/28/11, 4/23/15, 10/21/15, 4/10/17

**SUMMARY**

Under the supervision of the Outside Operations Supervisor, the Marshal effectively monitors and controls the pace of play at the golf course. As an ambassador of the facility, the Marshal will interact frequently with guests, assisting and protecting the overall experience of the guest at Tahoe Donner.

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

Provide excellent service to members, customers, employees, and business partners alike.

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

Coordinate with the Starter and other Marshals the pace of play conditions at the golf course while using an electric golf cart to monitor the golf experience.

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

Look at and forecast possible problems within the confines of accounted guests, as well as, unwanted outsiders (including, bikers, walkers, trespassers, vandals, etc.)

Be responsible for locking all gates (opening/closing).

Keep updated information about golfers on the course to better monitor the overall experience of the members and customers visiting the facility.

During normal routine rounds look for course conditions that are unsatisfactory to the overall golfing experience (trash, bunkers, rakes, greens, tees, sand and seed bottles, pace of play, trespassers, etc.).

Work extremely well under pressure.

## **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 related experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

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. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl 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