

Title: Player Assistant
PG: 04
Status: Non-Civil Service
Position Reports to: Golf Pro
Department: Parks & Recreation/Golf

Class Code: 8218
Date: 09/08

GENERAL DESCRIPTION OF CLASS

Provides assistance to golfing public to make their golf visit enjoyable. Provide for timely starts with assigned tee times and orderly flow on the course. To deal with the rules and etiquette on the course.

ESSENTIAL FUNCTIONS:

1. Assigns each group specified tee and directs group tee.
2. Records cart numbers.
3. Monitors speed of play as groups make turns.
4. Communicates rules of the course, special play conditions and other duties as needed.
5. Controls traffic flow on the gold course, enforcing course rules, restrictions and code of conduct.
6. Prepares surveillance on any suspicious activity on the property including maintenance area and other perimeters.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the golf game.
2. Ability to communicate effectively with customers and employees.
3. Ability to operate a golf cart.
4. Ability to understand and carry out instructions furnished in written, oral, or diagram form.
5. Ability to stand for long periods of time.
6. Ability to stand, stoop, kneel, crouch or crawl

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High School Diploma or its equivalent.
2. Experience in a related field is required.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Driver's License.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.