



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Range Attendant

DEPARTMENT: Golf Course

RATE CLASS: Non-Exempt

REPORTS TO: Director of Golf

SHIFT: Hourly

EDUCATION: High School Diploma or GED. Some College Preferred. Must have a valid Class C Texas Driver's License.

JOB SUMMARY:

Range attendant will help but not limited to cleaning golf carts, picking up range balls on the driving range, refreshing the drinking water on the course, keeping the outside of the Pro Shop clean and basic cleaning of the golf course.

QUALIFICATIONS:

- Must be 16 years or older.
- Must be 18 years or older if working behind the counter in the pro shop.
- Must have dependable transportation to and from work
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Qualifications:

Language Skills:

Ability to read and write; ability to effectively present information and respond to questions from customers and general public.

Mathematical Skills:

Must have the ability to calculate figures and amounts using basic mathematical skills.

Reasoning Ability:

Must have the ability to solve practical problems; ability to interpret a variety of instructions-furnished in written, oral, or diagram form

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database and Word Processing software.

Tools and Equipments Used:

PC, clipboard, pen, power washer, golf cart, telephone, cell phone, utility vehicle

DUTIES & RESPONSIBILITIES:

- Regular and timely attendance at work is required
- Clean golf carts, and range balls
- Help keep pro shop and golf course clean
- Anything pertaining to the job as directed by the supervisor
- Helping with duties that pertain to running the pro shop (if over 18)

WORKING CONDITIONS:

The working 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 frequently exposed to the outdoors, in dry, hot, cold, wet, and/or humid conditions. The noise in the work environment is moderately quiet.
- The employee in this position will be required to remain available for immediate call-in due to any natural or manmade disaster, or any other event the Golf Course Director and/or the City Manager deem necessary.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to type, write, handle, drive, or feel: reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must Be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

This job description is intended to describe the general nature of work performed by the Range Attendant and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date