



CLASS SPECIFICATION

Class Title: Starter I
Department: Golf Course

Class Code: 0025
Eff. Date: 6/3/09
Grade: 4
Revised: 7/7/15

GENERAL PURPOSE

Under general supervision of the Assistant Golf Professional, performs routine work in assigning and scheduling course play, monitoring practice range activity, and maintaining pro shop operations.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

May open and close the pro shop. Schedules tee times on the phone or directly with walk in customers.

Assigns and schedules course play; announces and starts golfers according to scheduled tee times. Controls and monitors flow of play on the golf course.

Receives and accounts for revenues for golf fees, cart rentals, selling of equipment, range balls, accessories, and clothing. Assists in preserving order in and around pro shop; keeps pro shop area clean and orderly for customer use.

Monitors and troubleshoots problems with the range ball machine; reports problems and malfunctions promptly.

Communicates efficiently with Cart Workers to ensure golf carts are ready and available for use.

Responds to customer questions and complaints in a professional manner.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

This is an entry level position requiring no minimum level of education or experience.

2. Special Qualifications:

Must be at least sixteen (16) years old.

Must be available to work varied hours, weekends, and holidays.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Some knowledge in computer use, cash handling, and customer service practices.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: handle customer questions and complaints in a professional manner; use computerized systems to keep accurate records of cash receipts, perform fee transactions and purchases, and record other activities; receive payments and count/return change and transact receipts; follow written and oral instructions; communicate effectively with others; establish and maintain effective working relationships with supervisors, other employees, golfers and the general public.