

City of Fort Worth, Texas Job Description

Classification Title	Golf Cart Attendant		
Job Code:	PT5360	Job Family:	Part-time
Pay Grade:	n/a	Date Created:	12/30/16
FLSA Status:	Nonexempt	Date Revised:	

GENERAL SUMMARY

Provides a full range of custodial duties related to the care, maintenance, and cleaning of a golf cart fleet; interacts with golfers and vendors when answering questions or obtaining and distributing information; other assigned manual labor tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides and stages golf carts for rental by customers; places carts in the cart barn at the close of business and makes sure all carts are properly charged.
2. Performs minimum repairs to carts as needed; such as but not limited to, ensure appropriate tire pressure, notifying supervisor staff of any major repairs needed.
3. Records all minor and major repairs performed on carts by cart number.
4. Thoroughly clean carts nightly and quarterly provide deep cleaning of bodies and underneath.
5. Operates air compressor and pressure washer when needed.
6. Cleans and maintains outside areas of cart barn; collects trash; participates in light landscaping activities as required such as, trimming shrubs, watering plants, pulling weeds from flower beds.
7. Performs related maintenance duties and responsibilities as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Golf and minor cart repair.
 - Safety procedures and practices.
 - Use of air compressor and pressure washer
- **Skill in:**
 - operation of gas powered motorized equipment
- **Ability to:**
 - Maintain a variety of shop and repair records.
 - Follow both written and oral instructions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Maintain the abilities that permit:
 - *making observations*
 - *communicating with others*
 - *reading and writing*
 - *monitoring assigned activities and operations*
 - *operating assigned equipment.*
 - Maintain mental capacity which permits:
 - *making sound decisions and using good judgment*
 - *prioritizing work activities*
 - *demonstrating intellectual capabilities.*
 - Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *walking, standing or sitting for extended periods of time*
 - *lifting or carrying light to moderate objects*
 - *operating assigned equipment.*

MINIMUM JOB REQUIREMENTS

High school diploma/GED and no experience required;

or

one (1) year of related maintenance/manual labor experience can be substituted for High School Diploma;

or

a High School student at least 16 years of age

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.