

CITY OF CHATTANOOGA
Classification Specification Title: Golf Assistant

Department: Parks & Outdoors

Pay Grade: GS.03

Supervision Received From: Multiple

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established Date: 6/29/07

Revision Dates: 4/2/25;

3/13/25; 8/22/24; 10/20/23;

1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are part-time or seasonal employees for the Department of General Services Golf Division.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

SERIES LEVEL:

Duties will vary within the area of assignment: Operations Pro Shop: Operates pro shop on daily basis; opens and closes shop; greets and assists customers; answers telephone and provides information about pro shop and golf course operations.

Sells and handles merchandise in a pro-shop; operates a snack bar; waits on customers and prepares food and beverage orders. Performs cashier duties including receiving payment for purchase; counts money and issues change; processes credit card purchases; operates cash register.

Totals cash receipts and checks cash receipts against register tape; submits cash receipts to supervisor. Answers telephone and greets customers; provides information about location and operating hours of shop; explains golf rules and regulations; provides information on golf fees, reservations policies and other information.

Assists supervisor in organizing and coordinating special functions including benefit golf tournaments, corporate outings and private parties.

Performs custodial duties including cleaning, sweeping and vacuuming pro shop, and emptying trash; cleans interior, porch and runway of clubhouse facility; cleans, washes and services golf carts; stocks rest rooms.

Concessions: Operates grill, fryer and/or oven in preparing food.

Waits on customers and takes food orders; tallies customers' checks.

Monitors food and custodial supplies inventories; restocks supplies as needed.

Ensures observance of tee times and proper pace of play by golfers; ensures observance of course rules.

Empties trash from receptacles throughout the golf course.

Maintenance Equipment Mechanic: Cleans and performs preventative maintenance and minor repairs on golf carts.

Laborer: Operates a variety of grounds keeping equipment to maintain the golf courses; adjusts and operates a reel mower; operates gators, sand pros, aerators, top dresser, tractors and pull trailers.

Operates a motor vehicle to transport material, equipment, and personnel to and from work sites.

Maintains golf courses; aerates, top dresses and fertilizes putting greens and fairways; determines proper turf height; applies herbicides, fungicides, and pesticides to grass surrounding areas.

Monitors operation of irrigation system to ensure proper watering coverage; adjusts and repairs irrigation locations as needed.

Performs miscellaneous landscaping duties such as weed eating and mulching

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any location within the department.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Minimum qualifications are dependent upon position.

Pro Shop: 16 years old; six (6) months experience in customer service, food handling or operating a cash register preferred. Previous knowledge of golf, golf equipment and golf apparel is a plus.

Concessions: 16 years old; at least six (6) months experience in food handling and preparations and operation of a cash register preferred.

Equipment Mechanic: High School Diploma or GED; one (1) year of experience and/or training involving equipment repair and maintenance.

Laborer: 16 years old; at least six (6) months of experience in general labor work and grounds maintenance work, including some experience in the operation of golf course equipment preferred.

Valid Driver's license required.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of policies, standards and regulations pertaining to the specific duties and responsibilities of the job; a general knowledge of golf; customer service principals; how to handle and prepare food; knowledge of grounds equipment and maintenance; math operations. Skill in establishing and maintaining effective working relationships with department staff and the general public; performing golf course maintenance.

PHYSICAL DEMANDS: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Concessions: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Operations: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.