



## Career Service Authority

### Golf Starter/Ranger

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Acts as the agent of the Manager of Parks and Recreation and the Director of Golf to greet players and check receipts, inform customers of and enforce golf course rules and regulations

#### **DISGUISHING CHARACTERISTICS**

Golf Starter/Ranger is distinguished from Parks and Recreation Ranger and Boating Ranger by the type of activities performed. Golf Starter/Ranger duties involve golf activities such as greeting players, maintaining accurate tee time, customer and pace of play records and informing golfers of and enforcing golf course rules and regulations. Parks and Recreation Ranger performs a variety of advisory, scheduling, public relations and enforcement duties at various Parks and Recreation non-golf and non-boating facilities. Boating Ranger performs duties related to boating activities.

#### ***Guidelines, Difficulty and Decision Making Level***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

### ***Level of Supervision Exercised***

None

### **ESSENTIAL DUTIES**

Informs golfers of rules and regulations pertaining to the golf course, enforces rules and, if necessary, removes golfers from the course for flagrant violations of course rules, golf etiquette or safety.

Checks daily play tickets, provides direction and assistance to golfers and ensures the smooth flow of play on the course.

Provides timely updates and communications regarding pace of play, status of tee times, course conditions and other pertinent information to the Golf Pro Shop.

Maintains orderly tournament permit files.

Completes accident and incident reports, handles emergency situations and submits documentation to the course supervisor when necessary.

Informs the golf professional or assistant golf professional if supplies are low and need to be ordered.

Maintains accurate tee time, customer records and pace of play records using a computerized tee sheet program.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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### **MINIMUM QUALIFICATIONS**

#### ***Competencies, Knowledge, and Skills Requirements***

**Oral Communication** - Expresses ideas and facts to individuals in the process of enforcing regulations.

**Interpersonal skills** - Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

**Flexibility** - Adapts behavior and work methods from routine in response to a stressful crisis or unexpected obstacle.

**Computer systems** - Utilizes a computer to input and access routine information; prints reports.

**Customer Service** - Greets employees and the public; provides information and assistance about services available reflecting a knowledge of services; handles recurring problems within a defined scope.

**Arithmetic** - Uses arithmetic including addition, subtraction, multiplication and division.

**Written Communication** - Completes forms and paperwork related to the work assignment.

Knowledge of the necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the rules and etiquette of golf sufficient to be able to monitor golf activities and enforce rules and regulations.

Skill in establishing and maintaining effective working relationships with the public.

Skill in interpreting, adapting and applying appropriate written guidelines, precedents, regulations and standardized work practices to a variety of problematic situations.

Skill in writing reports with sufficient detail to enable the reader to identify and understand all pertinent facts.

### ***Physical Demands***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hands(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Receptive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

### ***Vision Requirements***

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors

### ***Working Environment***

Extreme cold: temperature cold enough to cause marked bodily discomfort.

Extreme heat: temperature hot enough to cause marked bodily discomfort.

Wet: frequent contact with water or other liquid.

Humid: conditions with high moisture content to cause bodily reactions.

Subject to long irregular hours.

Subject to stressful situations.

***Education Requirement***

Graduation from high school or possession of a GED Certificate or enrollment in and regular attendance at a high school.

***Experience Requirement***

One year of participation in the game of golf on a recreational basis.

***Licensure and/or Certification***

Must be at least 16 years of age.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 10/16/2005, Lujan  
2/1/2009, Wiberg

***REVISED BY:*** Jayne Lujan  
Paul Wiberg

***CLASS HISTORY*** 10/16/2005 - Revised class specification into a new format adding competencies.  
2/1/2009 - Updated and revised the following: General Statement of Class Duties, Distinguishing Characteristics, Essential Duties and Education requirement. Deleted driver's license requirement.