

STARTER/RANGER

DISTINGUISHING FEATURES OF THE CLASS: This is a seasonal position. Under the general supervision of the Golf Course Pro, the incumbent has responsibility for starting players off on the golf course in regular and safe order. The incumbent is responsible for guarding golf course property against vandalism, theft and fire and for preserving public order both during normal golf course usage and special events. The incumbent patrols golf course grounds, either on foot or by motor vehicle, and reports vandalism, theft or violations to the supervising authority. This is a highly visible position that assists the general public in the use of golf course facilities by encouraging responsible behavior and by encouraging compliance with established rules and regulations. Supervision is not normally a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Processes requests and assigns starting times to golfers;
- Starts players according to schedule;
- Ascertains safe period of time between starting golfers;
- Gives golfers permission to start;
- Checks membership cards from members and registers guests;
- Assists in the maintenance of golf course facilities;
- Enters and retrieves information in an automated information system;
- Guards and patrols golf course on foot or by vehicle to maintain order and protect property;
- Furnishes the public with information regarding rules, regulations and procedures;
- Makes security checks on golf course buildings and facilities;
- Assists in the supervision of various events held on golf course property;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the rules and regulations pertaining to golf;
- Good knowledge of golf course grounds, buildings and parking areas;
- Good knowledge of golf course functions, operations, policies and procedures;
- Working knowledge of crowd control methods;
- Ability to direct traffic and control parking;
- Ability to act quickly and calmly in emergencies;
- Ability to understand and carry out oral and written directions;
- Ability to command respect and discipline;
- Ability to be courteous yet firm in dealing with the public;

- Ability to prepare simple reports;
- Ability to get along well with others;
- Ability to operate a motor vehicle;
- Tact and courtesy;
- Initiative and resourcefulness;
- Integrity;
- Alertness;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Driver's License at the time of appointment and during the course of employment.

Special Note: Hours will be scheduled according to the weather, special events, or on an as needed basis and will average 20 – 40 hours per week.