



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION

CREW LEADER

(GOLF COURSE)

PARKS, RECREATION AND TOURISM Human Resources Department

700 Town Center Drive, Suite 200

Newport News, VA 23606

Phone: (757) 926-1800

Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position serves as lead worker for golf cart and driving range operations. Reports to the Golf Professional.

ESSENTIAL JOB FUNCTIONS

Serves as the lead worker of the range and golf cart personnel; assists, advises and trains employees in work and safety procedures. Coordinates golf cart and driving range operations with the Golf Professional. Coordinates golf outings with Golf Professional.

Oversees the completion of general maintenance; ensures all needed equipment and supplies are available; coordinates equipment repair through the departmental shop or contacts appropriate internal personnel.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Golf - Basic knowledge of the golfing game including applicable rules and regulations.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Communication – Ability to communicate complex ideas and proposals effectively so others will understand. Ability to listen and understand information and ideas presented verbally or writing.
- Mathematics - Ability to perform basic arithmetic applications.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 1-2 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a sex offender registry check.

This position requires pre-employment medical examination.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, temperature and weather extremes, toxic agents, electric currents, animal/wildlife attacks, water hazards, or rude/irate customers.