



Human Resources Department  
Forms And Documents

HRP-03 Effective Date

Date Posted: 08/29/2016

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope Public Works Bldg, 555 S. Section St., Fairhope, Ala., Monday through Friday, from 8:00 AM to 3:00 PM or may be faxed to (251) 990-0156. Applications may also be mailed to City of Fairhope, P.O. Drawer 429, Fairhope, AL 36533 ATTN Human Resources.

Requests and applications received after the closing deadline date will not be considered.

**Position Information**

Job Title: Golf Cart Attendant/Driving Range Department: Golf - Operations  
Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*  
Standard Scheduled Hours: 19 hours per week Days to be Worked: Mon-Fri, includes weekends  
Pay Grade or Range: \$8.50

**Position Description**

General nature/purpose of work:

To insure an adequate supply of golf carts are cleaned, charged and ready for play.

Stage carts from barn for daily play, clean and charge the carts, pick up balls on the driving range, fill water coolers on the course, inspect and clean restrooms as needed.

**Minimum Qualification Standards** (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:  
Maintain clean environment  
Maintain recycle material (cans, plastic and paper)  
Substantial knowledge of The Game of Golf;  
Ability to perform multiple tasks simultaneously;  
Ability to work weekends;  
Ability to assist with tournament administration;  
Ability to operate golf carts  
Ability to operator a tractor, weed eater and blower  
Ability to lift 40 – 50 lbs.

Education, experience and training:  
High school diploma or GED; OR  
Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Date of Announcement: 08/29/2016 Closing Date for Applications: When Filled

Pandora Heathcote

Human Resources Director

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*