



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>Position Title</u></b> Golf Cart Mechanic	<b><u>Department</u></b> Maintenance	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> General Manager/Sr. Golf Course Superintendent I	<b><u>Status:</u></b> Non-Exempt Full-Time

1. **GENERAL POSITION DESCRIPTION:** Under the direct supervision of the Sr. Golf Course Superintendent I, the Golf Cart Mechanic is responsible for maintaining golf car serviceability through inspections and repairs.
2. **MINIMUM QUALIFICATIONS:** High school graduate or GED certified. Must be 18 years of age. 1+ years small electrical engine mechanical experience preferred, preferably with golf cars. Current, valid Class D driver's license required upon date of hire. Must maintain current and valid driver's license throughout term of employment.
3. **KNOWLEDGE/SKILLS REQUIRED:**
  - Knowledge of small gas and electric motor engine maintenance and repair; golf course operations and etiquette; GPS electronic equipment
  - Skill to operate tools and equipment properly and safely; to operate mechanical inspection tools
  - Ability to drive various vehicles including golf cars and pick-up trucks; to operate noisy equipment for extended periods of time; to tolerate weather extremes; to understand and follow verbal instructions; to lift, push and pull up to 50 pounds without assistance; to lift, push and pull 50-100 pounds with assistance; to walk and stand for extended periods of time.
  - Develop and maintain relationship with all associated product vendors.

#### **4. DUTIES/RESPONSIBILITIES:**

- Insure golf cars are available for use by regularly conducting visual inspections and diagnostic tests using scanners, electronic test equipment and on-board diagnostic computers; completing preventive maintenance such as tire rotation and changes, wheel balancing, component replacement, and battery maintenance/repair.
- Maintain golf cars condition by reviewing shop orders and listening to operator complaints; repairing failures; removing, replacing, assembling and installing parts and components involving frames, suspension, electrical, hydraulic and braking systems, and tires and wheels.
- Complies with requirements by testing according to standards and making corrections and adjustments. Maintain records by recording servicing and repairs.
- Maintains appearance by cleaning, washing and painting.
- Inspects, diagnoses, maintains, repairs, and replaces golf car GPS systems and monitors.
- Keeps shop equipment operating by calibrating electrical test equipment following operating instructions; troubleshoot breakdowns; maintain supplies; perform preventative maintenance; communicate with superiors regarding repairs.
- Contains costs by conserving use of equipment and supplies. Keeps supplies ready through stock inventory; placing orders and verifying receipt.
- Regularly communicate with associated product vendors regarding service, parts, and repair orders.
- Updates job knowledge by reading technical and regulation publications. Enhance department and organization by accepting ownership for work performed; explore opportunities for add value to operations.
- Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor. Ensure uniform and personal appearance are clean and professional. Read and follow the Employee Policies and Procedures handbook. Notify supervisor of any issues as necessary.
- Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals.
- Essential functions of this position include attendance and punctuality.
- Follow rules and instructions of supervisor, manager or director. Perform other related duties as assigned by the Supervisor or Manager.

#### **5. REGULATIONS/POLICIES TO MAINTAIN:**

- Employee Policies and Procedures
- Employee Safety Handbook