

POSITION DESCRIPTION

Golf Cart Technician

Reports To: Golf and Marina Concessions Supervisor Status: Part Time, Seasonal
(29 hours/week maximum – April 1 – October 31)

Reporting Location: Armco Park
1223 North State Route 741
Lebanon, OH 45036 Compensation: Starting at \$14.70 per hour

Revision Date: January 27, 2026 - ML

Summary:

Golf Cart Technicians promote a positive play experience by ensuring the availability of clean, reliable, and well-maintained golf carts for the use of course patrons and staff. Golf Cart Technicians may also fulfill the duties of the Golf Course Ranger as assigned.

Characteristic Duties and Responsibilities – Essential Functions:

- Responsible for proper cart operation, cleanliness, condition, and charging/fueling, as well as the rotation of golf carts to ensure uniform usage.
- Diagnoses mechanical failures and repairs golf carts according to manuals and factory specifications.
- Orders and maintains parts inventory as needed.
- Performs preventive cart maintenance.
- Communicates equipment maintenance and safety issues to appropriate staff.
- Communicates with Pro Shop Supervisor regarding procedures and improvements for cart operations.
- Assists in planning cart usage for outings and events.
- Assists in budgeting forecasts to account for cart maintenance, repairs and replacement.
- Keeps work area and surroundings neat and clean. Keeps carts arranged neatly and in a manner that promotes their efficient rotation and use. Ensures proper storage of carts.
- As assigned and trained, recovers range balls using both mechanical and hand equipment; collects, organizes, and cleans range baskets and balls.
- Assists with maintaining clean exterior and interior facilities in and around the Pro Shop for use by customers and the public.
- Assists with related duties on a temporary basis in other areas of the park as assigned.
- Maintains accurate records of tasks performed including, but not limited to, inventories, time sheets, equipment usage, etc.

WARREN COUNT PARK DISTRICT
POSITION DESCRIPTION
GOLF CART TECHNICIAN

- Follows Park District policies, as applicable.
- Serves temporarily in the role of Pro Shop/Boat Dock Attendant as needed/assigned.
- Performs other duties as apparent or assigned.
- Golf Cart Technicians may also be tasked with the duties of Golf Course Ranger as needed/assigned:
 - Provides a welcoming atmosphere for customers and promote an enjoyable experience.
 - Maintain communication with pro shop regarding status of course, factors affecting smooth operation of play, and for direction regarding areas on the course that may need attention.
 - Observes play on the golf course and ensures the standard pace of play is maintained.
 - Assists patrons with information that may help them play the course.
 - Communicates rules and safety information to players in a calm and clear professional manner. Reports persistent noncompliance to supervisor or Sheriff Department as appropriate.
 - Reminds golfers of their responsibilities for the care and upkeep of the golf course (i.e., pitch marks, divots, practice swings, raking of bunkers, movements of golf carts, etc.).
 - Assists customers with on-course issues, communicating with supervisor as needed.
 - Removes litter from the course, replenishes supplies, and addresses minor maintenance items as needed/assigned.
 - Assists with outings, public programming, and/or special events as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of, and ability to safely operate and maintain, electric and gas-powered golf carts, engines, electrical systems, etc.
- Knowledge of tools and equipment needed for major and minor repairs of golf carts.
- Knowledge of electrical systems and their role in the proper functioning of golf carts.
- Ability to diagnose defects and failures of golf carts.
- Ability to maintain records.
- Ability to lift and handle electric storage batteries.
- Ability to use automotive hand tools and electrical testing devices.
- Ability to attend work consistently and punctually according to the assigned work schedule.
- Ability to maintain a professional appearance appropriate to the position.
- Ability to work unsupervised, to organize and coordinate, to prioritize and self-initiate.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain confidentiality on sensitive issues/non-public records.
- Ability to maintain a professional, cooperative working relationship with other staff members, volunteers, and the staff of other agencies.
- Ability to meet and deal with the public in a professional, helpful, and pleasant manner, always acting as a goodwill ambassador for the Park District.

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GOLF CART TECHNICIAN

- Ability to effectively, efficiently, and safely complete assigned tasks in a timely manner.

Required Education and Experience:

- 18 years of age or older.
- Basic computer competency.
- Golf cart repair experience.
- Good character with no history of serious criminal activity (felony convictions).

Preferred Additional Education and Experience:

- General knowledge of the sport and rules of golf.
- Retail cash handling experience.
- Experience working in a park agency or similar setting.
- Food / beverage service experience.

Work Environment & Schedule:

Employment in this position is part-time and seasonal, with work hours scheduled as needed, not to exceed 29 hours per week. The season is generally April 1 – October 31. Work may include evenings, weekends, and holidays. This position must be available and willing to work a flexible work schedule. Ability to dress appropriately and work in all outside weather conditions; wet and/or humid conditions, extreme cold (below 32 F degrees) and extreme heat (above 90 F degrees). Ability to work around various outdoor contaminants and airborne and plant allergens. Some work assignments and tasks may require exposure to and work in inclement weather conditions.

Physical Demands:

General good health and ability to perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Ability to effectively and efficiently traverse improved (paved) and unimproved (natural) surfaces indoors and outdoors is also required.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.