

March 2017



POSITION TITLE: Golf Cart Mechanic

DEPARTMENT: Whitney Oaks Pro Shop

STATUS: Paid Hourly - Full Time Available

REPORTS TO: Golf Operations Mgr. & General Manager

Job Purpose:

Responsible for the maintenance and appearance of the golf cart fleet.

Specific Responsibilities:

1. Check carts daily to verify that they are operating properly and have a clean, neat appearance (including waxing).
2. Diagnose mechanical failures and repair all golf carts according to manuals, factory specifications, with knowledge of engine performance standards. Ensure all items under warranty are serviced properly.
3. Order and maintain parts inventory.
4. Meet with superintendent to discuss procedures and improvements for cart operations.
5. Perform preventive maintenance per cart procedures.
6. Check for proper storage of carts at night and verify the cleanliness of each cart.
7. Record cart maintenance in the maintenance log.
8. Assist in planning cart usage for tournaments.
9. Ensure that all safety procedures are implemented and enforced.
10. Assist in annual budgeting forecasts to account for cart maintenance (daily and preventive), repairs and replacement.
11. Keep necessary departments informed on all maintenance due on carts.
12. Keep workstation neat and clean.
13. Assisting with Outside Service team members.
14. General repair services when needed.
15. General knowledge and maintenance of golf cart GPS systems.

Education/Experience:

High school diploma or equivalent - Required.

One to three years in mechanics position - Preferred.

Knowledge of electric and gas powered golf carts, engines, electrical systems, hydraulic systems, grinding, welding, and torch experience - Required.

This position requires lifting/moving 25-50 lbs., stooping, kneeling, crouching, crawling, climbing, balancing, reaching - Required.