



## CLASS SPECIFICATION

Class Code: 4018  
Date Est: 7/90  
Last Rev: 4/2008  
Last Title Chg:  
FLSA: non-exempt

### RANGEMASTER

#### **DEFINITION**

Under general direction, responsible for the operation and maintenance of the County Regional Shooting Facility; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time experience in operating a gunnery range, shooting facility, or closely related facility which included providing instruction in firearm use and safety; OR an equivalent combination of training and experience. Licensing and/or certification requirements are listed below.

#### **LICENSE OR CERTIFICATE**

A valid National Rifle Association Instructor Certificate at time of appointment.

A valid driver's license.

A current CPR card.

Must obtain First Responder Medical Aid Card or equivalent within one year from time of appointment.

#### **SUPERVISION EXERCISED**

Supervises seasonal workers assigned to the shooting facility.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Operate and manage the County Regional Shooting Facility including, but not limited to, collecting fees, maintaining accounts, enforcing rules and regulations, assisting with minor construction and repair of target frames, stands, and benches and ensuring proper maintenance of grounds.

Operate and supervise the public shooting range and other special purpose ranges.

Provide instruction in the safe and proper use of firearms to facility users.

Coordinate the scheduling of shooting tournaments, competitions and special events.

Manage the facility budget, monitor expenses and order supplies.

Provide lead direction and work coordination for seasonal staff and volunteer service groups.

Assist with short range and long range planning and development of the facility by projecting needs and recommending appropriate expansion projects.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**

Washoe County Parks policies and operations.

Appropriate Nevada Department of Wildlife rules and regulations.

National Rifle Association policies and procedures for shooting ranges.

**Ability to:**

Plan, coordinate, and direct the functions and operations of the County Regional Shooting Facility to accomplish established goals and objectives and optimize efficiency.

Implement shooting range use policies and procedures that promote a safe environment and ensure proper user training in range safety.

Provide lead direction, work coordination and training for seasonal staff and volunteer groups.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**

Firearms, ammunition and shooting safety regulations.

Competitive shooting regulations.

Safe firearms procedures.

Techniques, methods, materials, equipment and practices involved in the operation and maintenance of a shooting facility.

Basic accounting, fee collection and proper record keeping including maintaining files.

Principles of work direction and training.

Budget principles and practices.

**Ability to:**

Provide instruction and training in firearm use and safety.

Skillfully and safely use firearms.

Provide lead direction.

Operate a computer.

Read, interpret, explain and apply codes, laws, policies and regulations.

Write reports and provide information.

Operate hand and power tools and welding equipment.

Communicate effectively, both orally and in writing.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to use a variety of hand and power tools. Ability to safely and skillfully use firearms. Ability to work in an environment with exposure to dust and constant noise. Ability to work outdoors in a variety of temperatures and weather conditions. Ability to lift and carry up to 50 pounds.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001