



CLASS SPECIFICATION

Class Code: 17875
Date Est: 02/2015
Last Rev: 02/2015
Last Title Chg:
FLSA: non-exempt

SEASONAL RANGE SAFETY OFFICER

DEFINITION

Under general supervision, performs basic operation and maintenance of the County Regional Shooting Facility; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three months of public contact experience; OR graduation from high school or GED.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

A pending or current National Rifle Association Range Safety Officer Certification required at time of appointment.

SUPERVISION EXERCISED

Some assignments may include providing guidance, training, orientation, and lead direction for seasonal and/or volunteer staff.

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

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

The County Park System and the rules and regulations pertaining to the use of park facilities.

Ability to:

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

Independently perform work assignments in an assigned area of park maintenance and/or operations.

Provide lead direction, coordination, and orientation for other seasonal staff and volunteer workers.

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.

Ability to:

Perform assigned jobs of park and facility maintenance, support, and operations.

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.

Establish and maintain effective working relationships with coworkers and the public.

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.