



CLASS SPECIFICATION

Class Code: 18657
Date Est: 06/2019
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 6 months

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

Six months of full-time experience working at a shooting facility or closely related facility; OR six months of full-time experience operating firearms in a professional setting; OR an equivalent combination of training and experience.

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.

Perform all duties of the Rangemaster when Rangemaster is not present.

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 parks system and the rules and regulations pertaining to the use of park facilities.

Competitive shooting regulations.

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

Principles of work direction and training.

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 and facility maintenance support and/or operations.

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

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

Operate hand and power tools and welding equipment.

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.

Safe firearms procedures.

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

Ability to:

Provide instruction and training in firearm use and safety.

Skillfully and safely use firearms.

Operate a computer.

Write reports and provide information.

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.