

<i>Code: 6254</i> <i>Title: RANGEMASTER</i>
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SUMMARY: Manages, supervises and coordinates activities of the Southeast Regional Park Shooting Facility, including conducting firearms and archery safety classes.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages, supervises and coordinates daily operation of the range;
Supervises and enforces all range firearms safety rules and regulations at the range;
Reports violations, accidents or incidents related to safety infractions and issues related to public safety and range operation to the authorities;
Makes recommendations for changes to safety procedures and future operational and management improvements;
Coordinates and conducts classes in the use and safety precautions of firearms and/or archery equipment;
Arranges shooting and other special events in coordination with other agencies;
Works directly with departmental public affairs staff and media to ensure public awareness of special events and equipment safety training;
Requisitions equipment and supplies;
Collects monies for range items sold or rented and ensures cash handling collection and financial reports and records comply with all Pima County policies, requirements and standard business practices;
Maintains records of expenditures and income collected and prepares reports;
Provides First Aid, CPR and AED response if certified to do so;
Trains, schedules and supervises volunteers in line safety, cash handling, customer service and maintenance duties;
Ensures that the facility, grounds and equipment are kept clean, orderly and well maintained;
Ensure range equipment, perimeter and supplies are secured and opening and closure procedures are followed to ensure protection and security of facility and assets.

KNOWLEDGE & SKILLS:

Knowledge of:

- handling of firearms and/or archery equipment;
- shooting disciplines, including rifles, pistols, muzzleloaders, shotguns and archery;
- principles and practices of firearms and/or archery safety;
- shooting range safety procedures, range commands, safety zones and protective equipment;
- record keeping and basic report writing.

Skill in:

- instructing classes in firearms and/or archery equipment handling, safety and use;
- maintaining effective working relationships with others and in dealing with the public;
- safe handling and use of firearms and/or archery equipment;
- communicating effectively, orally and in writing;
- maintaining records and preparing reports.

MINIMUM QUALIFICATION:

One year (2080 hours) of experience involving the handling of rifles, handguns and/or archery equipment, coordinating competitive shooting/archery sports events, firearms or archery training and/or safety instruction or shooting range supervision.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a First Aid Certification Card is required at time of appointment or within 14 days of hire. National Rifle Association certification as Range Safety Officer is required within one year of hire or as provided by the Pima County Natural Resources Parks & Recreation Department. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Items: All positions require the ability to work in extremes of noise, heat, cold, dust and pollen and prolonged exposure to sun, wind and inclement weather and the ability to wear and maintain required safety and personal protective equipment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.