

## **RANGE MASTER**

### **CLASS CODE/PAY GRADE**

Class Code: 2910                      EEO Code: H                      FLSA: N/E                      Pay Grade: 113

### **MAJOR FUNCTION**

Responsible work in the supervision and operation of a firearms range.

### **ILLUSTRATIVE DUTIES**

*(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Maintains and repairs Firing Range facilities. Keeps range grounds clean from litter and debris. Empties trash cans. Enforces standards of cleanliness and sanitation. Cleans bathrooms. Mow grass and weed as needed.

Informs public of range safety and operational rules and regulations. Insures adherence to range rules and regulations.

Supervises and ensures the safety of the firearms range.

Controls the firing line and patrons proper safety procedures.

Collects fees.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the safety procedures of operating a firearms range. Knowledge of weapons use and safety handling of firearms.

Ability to establish and maintain effective relationships with residents, visitors, and staff.

Ability to follow written and oral instructions. Ability to set up range activities. Ability to perform minor building and grounds maintenance and repairs. Ability to use a wide variety of maintenance equipment.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED and one year experience in dealing with the public and operating a firing range.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

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**ADA REQUIREMENTS:**

Physical Requirements: Light to medium work. Ability to walk, lift (50 lbs.), carry, push, pull. Ability to see and talk.

Mental Requirements: Ability to read and understand safety rules, operation instructions, and general business letters. Ability to speak clearly and concisely. Ability to perform basic math including addition, subtraction, division and multiplication.

Environmental Demands: Outside work. Exposure to inclement weather including humidity, heat, cold, rain, dust. Noise from weapons being fired.

New 10/2003  
Revised 9/2005