



Job Title: Range Master

CLASSIFICATION DESCRIPTION

Department: Criminal Justice

Pay Grade: 108

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for managing and securing the Firearms Range and contents. Duties include: prioritizing and reviewing range schedules; maintaining firearms; monitoring and ordering inventories including ammunition, targets and target backers; maintaining and repairing target system; ensuring instructors are certified and trained; arranging and billing for use by outside agencies; and providing educational programs.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Manages the activities of the Firearms Range, which includes: assessing, developing, and implementing internal policies and procedures; and ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Opens building; checks to ensure all systems are operational; and closes building as needed.
- Assigns classroom and range locations to outside agencies and academies; prepares necessary paperwork; prepares classrooms; prepares ranges; and prepares any needed equipment.
- Prepares proper amount of ammunition for academy classes; ensures weapons are operational; and provides requested instruction.
- Checks for needs/compliance to support outside agencies.
- Cleans range area; removes garbage; and inspects systems for damages and operational status.
- Develops and presents educational programs for schools and community groups.
- Manages classes and courses in firearms.
- Supervises activities and staff to present courses and classes.
- Monitors a budget, which includes forecasting, equipment, and material expenses for budget planning.
- Prioritizes and reviews range schedules.

- Maintains an inventory of firearm, ammunition and targets; orders equipment; orders supplies; conducts repair work when necessary; and conducts monthly inventory.
- Performs preventative maintenance on Caswell Target system including bullet trap to keep it continuously operational.
- Handles security of indoor range and contents; maintains and strictly enforces safety policies and procedures;
- Ensures that all firearm instructors are appropriately certified and trained in the safe operation of firearms.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree (or two-year technical certificate); five (5) years of related work experience in firearms use/safety, weapons maintenance/repair, and fire range management with a background in police or military preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic recruit training and firearms training;
- Advanced and specialized firearms training;
- Supervisory principles;
- Firearms, ammunition and safety standards;
- Firearms inspection and repair;
- Range target systems;
- Applicable federal, state, and local laws, rules, and regulations;
- Budgeting principles;
- Principles and procedures of recordkeeping;
- Principles and methods of training and instruction; and
- Computers and related software applications.

Skills in:

- Interacting effectively with others;
- Communicating, both verbally and in writing;
- Instructing academy students as well as veteran officers;
- Performing inspection, maintenance and repair of weapons and armory/range equipment;
- Assessing training needs;
- Providing specialized instruction for individual officers related to firearm use;
- Preparing and maintain accurate and complete records;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Work with students and staff;
- Prioritize and assign work;
- Implement and recommend policies; and
- Apply applicable laws, rules, and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Criminal Justice Standards and Training Commission Certified Firearms Instructor.
Certified Firearms Armorer.

Certified Weapons Armorer.

Certified or former Law Enforcement or Corrections Officer preferred.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to a variety of firearms and other weapons, related chemicals, gun cleaning solvents, ammunition and explosive materials, ammunition smoke, hand and power tools related to weapon repair, and extreme noise of firearms.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.