

RANGEMASTER

DEFINITION

To organize, coordinate and conduct comprehensive training in the use of firearms for City sworn Police personnel; performs a variety of duties related the maintenance and upkeep of the Police Department firearms facilities range; and maintains Department uniforms, weapons and other equipment.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Provide instruction in firearm proficiency and safety; work individually with Departmental personnel for enhanced firearms skill development; conduct demonstrations and displays for designated public/civic groups relating to the Department’s use of force training.

Maintain and repair all City-owned weapons; assist in the maintenance, repair and purchasing of specific “less-lethal” devices used by the Department.

Operate firing range; schedule, coordinate and oversee firearms qualifications.

Prepare and maintain accurate records related to firing range use, shooting scores and quarterly weapon type usage.

Perform preventative maintenance and repair on the range; perform routine building maintenance; perform range cleaning as necessary, repair and renovation; coordinate outside vendor maintenance of the Department’s range, live fire shoot house and all electronic and mechanical firearms training aids.

Maintain a current inventory of all firearms and ammunition belonging to the Department and used by Department personnel while on duty; purchase all materials related to normal range operation including, but not limited to, tools, replacements parts for firearms, range equipment and ammunition.

Develop and implement interdepartmental and coordinated outside agency (PLEA) training programs; assist in the development and production of IES training scenarios and films; aid in the collection of materials and supplies, including role players and props, for all firearms related training programs within the Department.

Order, maintain and distribute uniforms, weapons and other equipment to Department staff.

Provide testimony in court, as requested.

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Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Techniques, methods, materials equipment and practices involved in the operation and maintenance of a firing range and firearms.

Basic knowledge of inventory control.

Knowledge and application of State and Federal laws concerning acquisition, storage, transfer, and disposal of firearms and ammunition.

Principles and practices of weapons training and the maintenance of firearms.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Report writing techniques.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; perform routine maintenance tasks; intermittently

Intermittently use personal computer, sit at a desk or in a vehicle, walk, stand, lift or carry ammunition weighing 30 pounds or less.

Identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Instruct basic and advanced firearms safety and tactics.

Inventory control principles.

Remain abreast of current developments of new training aids/techniques and implements these new aids into the department training programs.

Qualify as an expert witness in court testimony regarding department firearms and training.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in the operation of a firing range..

Training:

Equivalent to the completion of the twelfth (12th) grade.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a P.O.S.T. approved Basic Firearms Instructors Certificate.

Necessary Special Requirement

Must be 21 years of age or older by date of appointment.