



CLASSIFICATION NO: 870  
Established: 12/04  
Revised: 5/12  
FLSA: Exempt  
EEO: 5

## **PUBLIC RANGE SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, coordinate and supervise the operation, maintenance and customer service activities related to the Armory within the Public Safety Training Center; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations and operates the County jail and the Public Safety Training Center (PSTC). The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities that contract for law enforcement services.

The Public Range Supervisor reports to the PSTC Business (Administrative Services) Manager and is responsible for the day-to-day operations of the Armory with emphasis on total firearms and personal safety of the general public and members. This responsibility includes supervision of Armory personnel, inventory control and maintenance, retail sales and customer service, safety compliance, regulatory compliance, and maintenance of records related to membership, sales, business activities and environmental concerns.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Supervises staff including range training and safety temporary employees and volunteers; plans, assigns and schedules the work of assigned personnel; provides orientation and training in Armory procedures and policies; prepares performance evaluations; recommends and administers progressive discipline; makes hiring recommendations; promotes cooperative team efforts among staff and with other County departments and outside organizations; motivates employees to provide quality service to citizens.
2. Prepares regular, periodic and specialized reports to assist in the evaluation of inventory and services; analyzes and makes recommendations on inventory levels; maintains appropriate inventory levels of ammunition, targets, protective equipment, and other supplies; operates forklift to stock and move inventory; investigates supply sources, contacts vendors and invites bid quotations; stocks display cases and shelves; cleans and maintains weapons.
3. Provides retail sales assistance to armory users and the general public; performs user orientation with products and services; processes sales and membership transactions and

maintains related records; calculates and reconciles daily sales receipts and prepares deposit; reports account balances to PSTC Business Manager.

4. Serves as information resource in response to inquiries from users and the general public regarding PSTC activities, programs and membership; maintains cooperative relationships with other organizations and the public.
5. Develops and maintains vendor contacts and fosters customer relationships with vendors; updates information including personnel, phone, and fax numbers.
6. Ensures adequate security and safety of armory ammunition and weapons; monitors range cameras for safety issues; monitors staff and users in the safe and appropriate handling of firearms and ammunition; enforces range safety regulations and maintains authority to remove unsafe users from premises; makes recommendations to manager regarding revoking membership.
7. Opens and closes the Armory and/or firing ranges according to hours of operation; responds to telephone callers and walk-in customers, and refers as appropriate.
8. Monitors and oversees general range maintenance; ensures required range maintenance activities are completed, including but not limited to lead removal, air filter removal and disposal, and lane operation.
9. Prepares and submits annual DEQ Hazardous Materials report for Small Quantity Generator; represents agency in annual hazardous waste inspection by DEQ.
10. Manages volunteer coaches program which assists instructors and civilian firearms instruction classes; establishes and maintains integrity of program in coordination with mission of CCSO and PSTC.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Safety precautions required in the handling of firearms and ammunitions; range safety practices on a firearms range; operating characteristics and maintenance requirements of typical hand and shoulder firearms.

Working knowledge of: Retail sales techniques and inventory control methods; standard office equipment, including computer systems and software programs such as spreadsheets and database applications; principles and techniques of supervision and training; basic math; general recordkeeping/bookkeeping processes; DEQ Hazardous Waste Standards and reporting requirements.

Skill to: Communicate effectively, both orally and in writing; meet and work with the public, staff and personnel of other organizations in a courteous and professional manner; supervise, train and evaluate personnel; schedule staff based on business needs; operate computer software and other office equipment; maintain accurate and complete records; operate a forklift and maintain certification; establish and maintain effective working relationships.

### **WORKING CONDITIONS**

Some duties involve exposure to noise level requiring hearing protection and fine levels of lead requiring protective clothing and a respirator. Must be able to lift and carry several 50 pound boxes daily and up to 40 boxes when shipments arrive.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation request will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Possess certification to operate a forklift with three (3) months of hire.

Possess the following certifications within six (6) months of hire: National Rifle Association Home Firearms Safety Instructor Certification, National Rifle Association Range Safety Officer Certification and National Rifle Association Basic Handgun Course Certification plus a current basic renewal.