Effective Date: 09-08-11
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Reviewed Date: 08-20-26

DOUGLAS COUNTY
SHERIFF S OFFICE

JOB TITLE: HRLETF RANGE TECHNICIAN

Exempt: No	**Job Type**: 2228L
Pay Grade: L220	**Department**: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	**Date:** 01-10-23

General Duties: Performs a variety of administrative, facility maintenance, grounds maintenance and janitorial tasks, including information collection and statistical computation. Duties include data entry, filing, updating records, basic bookkeeping, and operation of multiple office machines and instruments. Duties may involve direct contact with the general public, as well as Sheriff's Office employees, other law enforcement officers, and public officials.

Supervision Exercised: None.

Supervision Received: Works under general supervision of the Range Supervisor. Work assignment will vary in response to operational demands of the HRLETF Foundation. The employee will also receive administrative direction from the DCSO HRLETF Academy Sergeant and/or the Douglas County Sheriff's Office HRLETF Academy Director.

Examples of Duties:

- Types correspondence, reports, records, memos, and forms.
- Assembles and distributes a wide variety of reports to the HRLETF Foundation.
- Operates a variety of lawn care, landscape, maintenance, and some heavy equipment. Operates equipment including pickups, single axle and tandem axle trucks, water tankers, mowers, sweepers, loaders, backhoes, snowplows, sanders and other construction and maintenance equipment.
- Performs snow removal and application of anti-icing and de-icing products.
- Performs manual labor including, but not limited to, shoveling, raking, fence construction, and tree trimming.
- Performs operator maintenance on assigned equipment and vehicles.
- Performs daily inspection of equipment and vehicles used.
- Maintaining compliance with Colorado Department of Public Health and Environment with water treatment management.
- Responsible for regulatory compliance with applicable standards and requirements.

Other Duties:

- Performs miscellaneous minor maintenance on vehicles and equipment.
- Maintains the HRLETF buildings, grounds, academy, and range facilities.
- Performs various projects to include minor repair and maintenance.
- Assists with construction and range projects that enhance the facility.
- Performs other related duties as assigned.
- These duties are intended to be illustrative only and are not all-inclusive.
- Performs snow removal during inclement weather.

Minimum Requirements:

- High school graduate or GED.
- Three (3) years of operating equipment required.
- Knowledge of state and local safety compliance.
- Must possess a State of Colorado Driver License and complying insurance upon hire. Review of motor vehicle record is required at time of hire and periodically throughout employment.
- Good physical and mental condition.
- Ability to deal with confidential information.
- Entry-level computer skills.
- Ability to remain calm and communicate effectively under adverse conditions.
- Ability to perform required duties in an intimidating environment with some potential for physical danger.
- Ability to deal with high job stress.
- Ability to think and react appropriately under emergency conditions with little or no supervision.
- Ability to utilize Sheriff's Office communication equipment daily.
- Requires experience and awareness of surroundings at training facility including but not limited to firearms training with live fire.
- Ability to adopt and project the desired philosophy and code of conduct of the Douglas County Sheriff's Office.
- Able to pass qualifying exams and background investigation.
- Ability to multitask.
- Ability to work holidays and overtime outside normal hours during inclement weather or at other times needed by the HRLETF

Essential Functions:

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Mental Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately. Retains relevant information.

Physical Skills: The employee must possess the ability to frequently stand, sit, walk, and operate general office equipment, operate heavy equipment such as skid steers, back hoes, and ATV dump trucks, reach with hands and arms, talk, hear and tolerate a moderate noise level in the work place. Ability to lift 50 pounds. Operate general lawn, garden, and landscape equipment. Operate general custodial and janitorial equipment. Operates tools and small and heavy equipment.

Public Interaction: Possess the ability to verbally relay information to citizens.

Shift Preparation: Maintains awareness of assignment activities. Maintains personal and departmental equipment in satisfactory condition.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress. Able to communicate effectively on the radio and maintain a positive working relationship with those we dispatch for.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.