

POLICE RANGEMASTER

Definition:

Under general supervision performs a variety of specialized non-sworn technical, manual and other duties in support of the Police Department shooting range; maintains the Police Department armory; conducts weapons training duties and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Provides firearms qualification for staff members and others as may be assigned.

Provides personal instruction to include remedial instruction.

Develops lesson plans and training sessions for firearms and less lethal weapons.

Operates, demonstrates and fires a variety of weapons including tasers, shotguns, handguns and rifles.

Incorporates new and advanced training aids into existing programs as appropriate.

Reviews department policies, procedures, laws, codes and like items relating to the use of force and recommends changes as needed.

Conducts annual inspections of department-issued weapons, including shotguns and authorized off duty weapons.

Provides maintenance and repairs to department-issued and authorized weapons, armory and range equipment.

Orders range supplies within budget guidelines and maintains inventory control for same.

Uses a computer and applicable software to update and maintain records for staff qualifications and weapons maintenance.

Prepares and disseminates correspondence, memos and schedules regarding qualification, weapons maintenance and other information as necessary.

Remains current with new methods of range training and armory operations.

Attends courses and training seminars relating to weapons maintenance and firearms training as required.

Delivers confiscated, surrendered and other weapons and ammunition to destruction sites.

Observes the destruction of weapons and ammunition and maintains records regarding same.

Delivers and retrieves weapons for repair.

Lifts and moves boxes of ammunition and other items weighing up to 50 pounds.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Police Rangemaster is a single incumbent, non-sworn, technical position in the Police Department, with duties related specifically to the Police Department's shooting range and armory functions.

Contacts and Relationships:

The Police Rangemaster establishes and maintains contact with other Police Department staff, other law enforcement personnel and suppliers/vendors of weapons and ammunition. Additional contact may occur with the public during the course of some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Local, state and federal regulations applicable to areas assigned.

Police firearms, ammunition and safety standards.

Firearms inspection and repair.

Range target systems.

Computer applications as they relate to area assigned.

Principles and procedures of recordkeeping.

Principles and methods of training and instruction.

English usage, spelling, grammar and punctuation.

AND

Ability to:

Operate a variety of firearms effectively and safely.

Operate a personal computer and use applicable software.

Perform inspection, maintenance and repair of weapons and armory/range equipment.

Learn, interpret and apply Police Department policies, procedures, laws and codes.

Assess training needs and provide specialized instruction for individual officers related to firearm use.

Prepare and deliver effective firearm, taser and other less lethal weapon(s) training.

Prepare and maintain accurate and complete records.

Understand and carry out oral and written directions with limited supervision.

Communicate effectively orally and in writing.

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

Read and write at the level required for successful job performance.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school, supplemented by specialized training in firearms use and safety and weapons maintenance and repair.

AND

Experience:

Two years of experience working with weapons to include one year of experience as a firearms instructor or armorer.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Must be able to successfully pass a Police Department pre-employment screening process.

Possession of or ability to obtain certification as a Federal Bureau of Investigation (FBI) firearms instructor and certification as a Glock armorer prior to the end of the probationary period.

Possession of or ability to obtain other certifications as required by the Police Department to maintain Police Department issued and authorized weapons prior to the end of the probationary period.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a shooting range and in an office environment. The incumbent is exposed to a variety of firearms and other weapons, related chemicals, gun cleaning solvents, ammunition and explosive materials, ammunition smoke and hand and power tools related to weapon repair. The incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, sits, stands and walks, kneels, crouches, crawls and twists and may grasp, lift and move boxes of ammunition and other items weighing 50 pounds or less. The incumbent is also exposed to extreme noise requiring the use of protective ear plugs/gun mufflers and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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