

ASSISTANT RANGEMASTER  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related the Police Department firearms facilities range under direction from the range master and range officers.

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.

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.

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

Assist in development and implementation of 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.

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:

Basic knowledge of inventory control.

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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.

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

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

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

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Law enforcement experience in such a capacity as to have a strong working knowledge of firearms safety including the handling of firearms and the application of firearm policy.

Training:

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

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Necessary Special Requirement

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

10/08/11 Assistant Rangemaster

07/12/09

02/05/02 Range Assistant