

## **Range Safety Officer - Manager**

**Code: 8500**

**Grade: 20**

### **THOMAS COUNTY, GEORGIA JOB DESCRIPTION**

#### **JOB TITLE: RANGE SAFETY OFFICER (RSO) - MANAGER RANGES AT OAKFIELD**

#### **GENERAL STATEMENT OF JOB**

Greets range patrons, answers questions, and explains safety rules. Observes patrons on the firing line to ensure firearm safety rules are followed and provides assistance or instruction to patrons. Supervises all range employees and sets all work assignments. Completes activity reports that includes range attendance and equipment use. Inventories range supplies and targets and informs supervisor of inventory status. Unloads and stores supply shipments in a neat and organized manner. Mows and trims range lawn and associated landscaping and cleans range buildings and restroom. Performs routine building maintenance, minor electrical, plumbing and carpentry work and preventative maintenance on range equipment. Must be able to lift clay targets, target frames, and ammunition boxes and work in an environment having frequent exposure to high noise levels and follow personal safety precaution rules. Works under the supervision of the Public Works Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITY**

##### **ESSENTIAL JOB FUNCTIONS**

Consults with the Georgia Department of Natural Resources (DNR) Hunting and Shooting Education Specialist: to provide instruction and oversight of range rules and Thomas County Standard Operation Procedures (SOP); to monitor all activity on the shooting lanes during live fire sessions and to schedules Hunter Education Field Days as directed

Presents a positive image of the Thomas County by courteously working with the public; develops and implements marketing plans; assists customers with appropriate lane and target operations; proves a safe, clean, well-organized shooting range; maintains a log book of all daily/hourly customer sign-in sheets; provides direct guidance to new visitors regarding safety rules and regulations.

Performs daily inspections of the range; maintains a log book of all daily inspection sheets; build and place target frames; repairs and maintains range maintenance equipment;

Provides for weekly range operations; purchasing of targets, maintains clay target throwing machines; changes shotgun target presentation at regular intervals; instructs patrons on the safe use of firearms; instructs patrons on hunter safety certification and inventory control procedures.

Adheres to County operating policies and procedures at all times; Reviews all RSO time and attendance records for accuracy before submitting to the Director of Public Works; Submits draft work week schedules for all

RSOs to the Public Works Director; provides a monthly report of hourly visits to the range.

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Compiles reports and maintains a supply inventory; operates and performs preventative maintenance on electrical/mechanical equipment;

Requires knowledge of firearms safety regulation, firearms, archery equipment, ammunition and related supplies; able to instruct in the use of firearms and safety procedures;

Reviews daily accounting software and daily operating account deposit transmittal for accuracy.

Other related duties as may be assigned from time to time.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and five to seven years of experience in work with firearms including but not limited to operation of a full-service shooting range or related experience. Five to two years of responsible supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must have a valid Class C Georgia driver's license; must successfully complete required courses and certification including but not limited to the following:

- NRA RSO certification is required within 6 months of hiring
- GA Hunter Education is required within 6 months of hiring
- Customer service training is required within 3 months of hiring
- First Aid certification is required within 6 months of hiring;

and other job-related certification(s) as may be required by Thomas County from time to time.

Permanent residence must be within 30 minutes emergency response time to shooting range.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of shooting range equipment, including rifle ranges including Kongsberg Digital System, pistol ranges, 5 stand range, and skeet/trap ranges. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 75 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 15 pounds of force constantly to move objects. Physical demand requirements are those for moderately heavy work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

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**Language Ability:** Requires the ability to read a variety of work orders, simple forms, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, switches, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must function effectively as part of a team and as a positive team leader.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**