

Job Class Code: 7015	FLSA Status: Non-Exempt
Pay Basis: Annual	EEO Category: 4

GENERAL DESCRIPTION

The purpose of the class is to assist with daily range operations in accordance with regulations and to prevent or eliminate unsafe practices. The class is responsible for firearm instruction, tracking qualification scores, maintenance of the range mechanical systems, and performing various functions related to range operations. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision. SPECIAL REQUIREMENT(S): Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

TYPICAL TASKS

<ul style="list-style-type: none"> • Assist with daily range operations. • Track qualification scores in database. • Conduct firearm instruction. • Supervise safe shooting activities. • Monitor activity on shooting lanes. • Perform daily and monthly maintenance on range equipment and target systems. • Assist with weapon inspections. • Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of firearms, range systems and tools/machines utilized on the range.
Skills	Mechanical skills to include proficiency with handguns and rifles.
Abilities	Ability to carry out directives efficiently. Ability to assess development needs, instruct others and adapt instruction to learning needs.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	High School Diploma or equivalent.
Experience	Prior law enforcement, firearm instructor and armorer. This class requires a minimum of 5 years related experience.
Special Certifications and Licenses	Armorer certifications for weapon systems utilized by the Police Department. Firearms instruction certification. Must be 21 years or older.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

7/6/2018