

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



RANGE MASTER

JOB CODE: 30195	PAY GRADE: 08	PAY RANGE: \$33,762 - \$54,019 STARTING PAY: \$37,440
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GENERAL DESCRIPTION

Under the general direction of a Training Division Sergeant, this position ensures range safety protocols are adhered to at all times and coordinates and performs overall range maintenance and scheduling. This position requires interaction with internal and external agency personnel and is required to represent the division and agency in a professional manner at all times. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Coordinates with the Training Sergeant regarding the range facility budget
- Coordinates the range facility building maintenance and repairs with Pinellas County
- Coordinates all requests for range usage
- Performs and/or coordinates preventative maintenance and repairs to the targeting system and other range related equipment
- Monitors levels of lead bullet containers and spent brass casings and coordinate the removal
- Ensures compliance with applicable Occupational Safety and Health Administration (OSHA) standards
- Assists the Firearms Instructors with training of agency members
- Maintains inventory levels of ammunition, targets and training related items
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary



QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Prior law enforcement or military experience preferred
- Completion of the Firearms Instructor certification within 12 months of employment
- CPR/Basic Life Support certification within 90 days of employment
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to learn the "Action Target Smart Range" software and the "Total Containment" bullet recovery and collection system
- Knowledge of handgun, shotgun and patrol rifle use
- Must possess basic ability to operate construction tools for small on-site projects
- Ability to work flexible hours when required
- Basic mechanical and electrical skills
- Possess computer skills to include proficiency in Microsoft Office
- Possess interpersonal and organizational skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 8 hours per day
- Walk up to 8 hours per day
- Drive up to 8 hour per day
- Occasionally lift up to 75 lbs.
- Occasionally lift more than 75 lbs. with mechanical assistance
- Frequently bend, squat, climb, reach, kneel and twist