



CIVILIAN MARKSMANSHIP PROGRAM POSITION DESCRIPTION

Position Title: Chief Range Safety Officer
Department: Talladega Marksmanship Park (TMP)
FLSA Status: Salary Exempt
Reports To: Park Manager

Position Summary:

Under limited supervision the Chief Range Safety Officer (CRSO) is responsible for the safety of all TMP customers and staff, primary duty is to organize, conduct range operations and supervise safe shooting activities for all shooters at all times.

Position Responsibilities: (Other duties may be assigned)

- Develop, maintain, and ensure strict adherence to Standard Operating Procedure (SOP) for park at all times.
- Supervise the Range Safety Officer (RSO) staff, to include work schedules, range assignments, classes, and other activities. Monitor and ensure compliance with approved certifications.
- Assist in the scheduling of matches, competitions, events, and other range activities.
- Schedule, monitor, and ensure required Range Safety Officer coverage for all range activities to include matches, events, competitions, and classes.
- Monitor all activity on the ranges at all times.
- Schedule, promote, and smoothly execute instructional and training programs.
- Establish, know, and execute emergency response plans when required.
- Produce and provide range orientation materials and instruction customers and use by assigned Range Safety Officers.
- Special projects as assigned by TMP Park Manager or other CMP Staff.

Relationships:

Contacts will be CMP employees, customers, shooters, and vendors, and. Purpose of contacts with CMP employees is to share information, give/receive direction and guidance, or give/receive advice. Purpose of contacts with customers and shooters will be to advise, assist and provide requested products or services. Contact with vendors will be to gain knowledge, acquire products and services necessary for performance of duties, and provide necessary information to complete repairs and services necessary for performance of job duties.

Supervisor Responsibilities:

Supervise assigned RSOs in the performance of their duties, including the scheduling of and monitoring of activities and assigned tasks for completion and quality of work performed.

Guidelines Available to Employee:

Guidelines provide general concept and goals of assigned duties. Employee exercises a great deal of personal judgment and discretion, with significant latitude in manner of performing work.

Physical Demands & Work Environment:

Work is performed under sometimes stressful conditions and/or with assigned deadlines. Work requires time management and the ability to manage several tasks at the same time. The work is performed in an office, classroom, and on the firing range (outdoors). Work requires walking, bending and long periods of standing on concrete floor or other hard surfaces. Work may also involve lifting items up to 50lbs. Employee works in offices and classrooms that are well lit, heated and cooled. When working on range there is no heat or air conditioning. Employee will be exposed to extreme heat, humidity and cold depending on the season. Work environment includes exposure to intermittent noise.

Complexity Level:

High. Performs various assignments requiring the application of many different and unrelated processes, differing regulatory criteria and procedures. Makes decisions or develops or implements new techniques that satisfy broad policy and technical requirements.

Scope & Effect:

High. The work involves planning, developing, and carrying out vital projects and programs which are central to the major revenue producing operations of CMP functions accomplished directly and significantly impact product availability, generation of revenue, and customer satisfaction. The work involves performance of specific operations including, but not limited to, tasks, procedures and daily maintenance of area. The work affects the timeliness and accuracy of further processes in meeting customer requirements and the degree of customer satisfaction.

Position Qualifications:

Education / Experience:

Possession of or ability to obtain and maintain Chief Range Safety Officer of and certification is required. Extensive knowledge experience firing different types of firearms and/or competing in firearm(s) discipline(s) is desired.

Skills / Training:

A general understanding of mechanical systems and range tools is necessary. Range instructor, or other similar work related to safety operations on a firing range is required. Experience as a firearms instructor is highly desirable. Ability to use hand-tools such as screwdrivers, punches, hammers, files is useful.

Reasoning Ability:

Position requires the ability to communicate effectively, to listen, and make effective decisions. Persons occupying this position must maintain required certifications. Work

requires ability to utilize a problem-solving process that analyzes issues, facts, and data. Incumbent must work effectively in a team environment. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with abstract and concrete variables.