



CIVILIAN MARKSMANSHIP PROGRAM POSITION DESCRIPTION

Position Title: Range Safety Officer
Position Location: Talladega Marksmanship Park
4387 Turner Mill Rd. Talladega, AL 35160
FLSA: Non-Exempt
Reports To: Chief Range Safety Officer

Position Summary:

Under direction of the Chief Range Safety Officer (CRSO), provides supervision and oversight of shooting operations at TMP.

Position Responsibilities:

- Supervise shooting activities as prescribed by the Range Standard Operation Procedures (SOP's).
- Educate users on the Range Safety Rules
- Provide direct range supervision
- Enforce all Range Safety Rules
- Enforce policies and procedures established by the TMP SOP.
- Provide exceptional customer service in a safe, controlled environment.
- Evaluate the condition of the Range upon arrival, and prior to departure for the day, including but not limited to: Inspection of entire Range facility to include ballistic walls, targeting system, classrooms, office, and common areas.
- Perform all duties related to check in of customers at each range to include giving range specific safety briefings and instructions.
- Clean up the Range facility in its entirety at the end of each day. Perform required maintenance and upkeep of equipment and materials.
- Provide grounds maintenance of the range areas and adjacent public areas to include trimming, grass cutting, debris removal and general labor to maintain appearance standards.
- Facilitate emergency safety protocols to be used in the event of a life-threatening injury or incident at the facility. Take charge in emergency situations, and act in accordance with the TMP Range SOP's.
- Other duties may be assigned.

- **Level & Purpose of Contacts:** Contacts will be CMP employees, customers, and shooters. Purpose of contacts with CMP employees is to share information or give/receive advice. Purpose of contacts with customers and shooters will be to advise, assist and direct on the range.
- **Supervisory Responsibility:** None
- **Guidelines Available to Employee:** Specific, detailed guidelines covering all important aspects of the work are provided. They include written scope of work, technical manuals, SOPs and other reference material.
- **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). 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. Work requires walking, bending and long periods of standing on concrete floor or other hard surfaces. Work may also involve lifting items from 10-75 lbs. Employee must possess sufficient physical ability to perform heavy lifting, pushing, pulling, and carrying; bending, stooping, climbing ladders, kneeling and crawling; stand or walk for prolonged periods of time; operate motorized vehicles and equipment.
- **Complexity Level:** Medium. Work includes a variety of detailed tasks that are clear-cut and directly related to position. Work also includes a variety of new tasks that will present themselves on a daily basis.
- **Scope & Effect:** Medium. 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

Education Requirements:

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

Position Qualifications:

Skills / Training: A general understanding of mechanical systems and range tools and equipment 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. Work requires the ability to read and understand the English language at a speed adequate to perform the job. 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.