

CITY OF BURBANK

SENIOR RANGEMASTER/ARMORER

DEFINITION

Under direction, to supervise range personnel and oversee the operations of the police department firing range; to oversee personnel during training; to design and facilitate the training in lethal and less lethal weapons and tactics; to be custodian of the department's weapons inventory; to maintain, repair, and adapt weapons for specialized use; to maintain supplies and facilities; and perform related duties as required.

ESSENTIAL FUNCTIONS

Responsible for the personnel, overall safety, and efficient operation of the police firing range; custodian of the weapons inventory; prepares reports and other written correspondence, and maintains detailed records; orders, stores, and issues ammunition and range supplies; designs, coordinates, demonstrates, and instructs the safety, tactics, and use of a variety of firearms, lethal and less lethal weapons, and chemical agents; develops new training techniques and conducts training courses, utilizes innovative training aids, reaction target systems, and shooting scenarios; inspects, tests, repairs, modifies, and upgrades all weapons authorized for departmental use; advises Police Department staff on all matters related to weapons and tactics; provides expert testimony in criminal and civil courts; trains, supervises, and evaluates employees, including making effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including termination; attends and represents the City and the Police Department at public meetings; drives on City business.

MINIMUM REQUIREMENTS

Employment Standards

- Knowledge of – principles and practices of supervision, training, and instruction; instructional methods and learning philosophies; the safe operation of firearms; standard operating procedures of a firing range; interior, exterior, and terminal ballistics; firearm forensics; design and construction of advanced target systems, training munitions, and training aids; law enforcement tactical methodology; military weapons and ordnance, chemical agents, and less lethal munitions; the use, maintenance, and storing of explosives; training program justification and defensibility methodology; the proper use, maintenance, operation and technical specifications of all weapons and ammunition used by the Burbank Police Department; applicable state and federal regulations; first aid; proper spelling, grammar, and punctuation.
- Skill in – firearms instruction, development of lesson plans, and measurable training standards; firearms tactics and weapon retention techniques; assembly and disassembly, diagnosis, repair, and function testing procedures of all weapons authorized for departmental use; use of chemical agents, less-lethal weapons, and impact weapons; operating modern desktop computers and associated software to include word processing and spreadsheet programs.
- Ability to – perform inspections, maintenance, and repair of all department authorized weapons; prepare, maintain, and accurately complete records; enforce range rules and safety protocols; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors and fellow employees.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and five years' law enforcement experience (civilian or military), including five years' experience as a Law Enforcement Rangemaster/Armorer/Instructor.

Special Conditions & Requirements: Due to its safety sensitive nature, the incumbents are required to reside at a location from which they can report to work within one (1) hour. The ability to move objects weighing up to 30 pounds.

License & Certificates: A valid California Class "C" driver's license or equivalent; National Rifle Association (NRA) and/or Federal Bureau of Investigation (FBI) Rangemaster certification; Manufacturer Certified Armorer and/or Operating Systems Instructor certification for all weapons authorized for departmental use (as determined by the Burbank Police Department at time of recruitment); and POST certified instructor certification for firearms instruction for all firearms authorized for departmental use (as determined by the Burbank Police Department at time of recruitment), less lethal munitions, chemical agents, impact weapons, defensive tactics, and tactical operations at time of appointment. All required licenses and certifications must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

None.