

CITY OF BURBANK

RANGEMASTER

DEFINITION

Under direction, to oversee the operation and use of the Police Department firing range; to oversee personnel during training; to provide instruction, and maintain supplies and facilities; and perform related duties as required.

ESSENTIAL FUNCTIONS

Responsible for the overall safety and efficient operation of the firing range facilities; orders, issues, and manages ammunition and all range supplies and maintains related records; performs general maintenance work to keep range clean and orderly; builds and maintains targets; demonstrates and instructs the safe use of a variety of firearms, less lethal weapons, and chemical agent operation safety and tactics; prepares and maintains records and reports; devises innovative combat shooting courses; develops and introduces new training techniques and conducts training courses; inspects, tests, repairs, modifies, and upgrades weapons; destroys unserviceable firearms and ammunition and maintains related records; advises Police Department staff on weapon-related matters; evaluates equipment available to the department; attends and represents the City and the Police Department at public meetings; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the safe operation of a firing range; proper use and maintenance of all weapons authorized for departmental use; the use, maintenance, and storing of explosives, chemical agents, and related equipment; applicable state and federal regulations; firearm safety and tactics; 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 – instruct in the use of small arms for all weapons authorized for departmental use; maintain records and prepare reports; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors and fellow employees.

Education/Training: Graduation from high school or equivalent and one year of experience in operating or assisting in the operation of a firing range.

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); 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.