

# Fallon County Job Description

*Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, in all aspects of employment without regard to race, color, creed, religion, political affiliation, sex, national origin, age, disability or genetic information or any other basis prohibited by federal, state, and local laws. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.*

<b>Job Title: Shooting Range Manager</b>	<b>Department: Shooting Range</b>
<b>Reports to: Fallon County Commission</b>	<b>Job Status: Part-time, Non-exempt</b>
<b>Location: Baker, Montana</b>	<b>Probationary Period: Six (6) months</b>

## **Job Overview**

This position is responsible for managing all aspects of the Fallon County Shooting Range while maintaining a physical presence when open to the public. Sells memberships, performs cashier duties, answers questions involving range activities, and ensures patrons adhere to safety procedures and regulations. Promotes and markets the facility, coordinates scheduling between various groups. Monitors shooters inside and outside; enforces range regulations to ensure the safety of shooters and the general public. Responsible for cleaning the facility; this may also involve mowing and/or snow removal. Monitors all air make-up systems. Works collaboratively with the Shooting Range Board.

**This position will oversee a safety sensitive environment in which lethal weapons are discharged. Subject to the following pre-employment background checks:**

- **Criminal history; successful candidates may not hold felony criminal convictions that could have resulted in imprisonment in a federal or state penitentiary or convictions for violent crimes.**
- **Controlled substance testing; upon employment, this position is subject to random, on-going controlled substance and alcohol testing.**

**Upon hire, a motor vehicle driving history will be completed as this position may utilize County owned vehicles and/or equipment. Upon hire, this position will undergo a baseline lead blood test.**

## **Essential Functions**

**Customer Service** – Ensures the facility is prepared for use, is a safe and clean environment. Maintains a physical presence at the facility to monitor and supervise range activities. Advises patrons of range rules and regulations; ensure patrons sign required waivers. Answers questions about range procedures and activities; observes and interacts with patrons to ensure adherence to facility safety regulations such as but not limited to wearing ear and eye protection.

Sells memberships; collects range fees for memberships and single use. Develops membership tracking system, including electronic gate codes. Assigns individual members a code for the electronic gate, programs into gate upon membership activation and deactivates code when membership expires. Performs cashier duties, accept monies, makes change. Balances cash drawer, prepares and submits deposits to the Fallon County Treasurer.

Responsible for designing and posting appropriate signage throughout the facility which details rules and regulations, ensuring information is up-to-date and accurate.

In the event of emergency and/or injury to patron, administer first aid and/or CPR.

**Promotion/Marketing** – This position is responsible for promoting the use of the facility; seeks ways to market the facility such as advertisements in various newspapers, local and surrounding radio stations and with Gun Clubs. Works closely with variety of local organizations such as 4-H. Seeks ways to build and/maintain shooting events including but not limited to trap shooting, rifle events and USPSA pistol action shoots.

**Facility Maintenance** – Completes opening and closing procedures to ready the facility for patrons such as but not limited to cleaning of common areas by sweeping, mopping, vacuuming and emptying garbage. Cleans windows, bathrooms and picks up debris outside of building as necessary. Cleans and stocks outside restroom. Sweeps sidewalks/shovels snow as necessary to allow easy and safe access for patrons. May utilize various types of mowers in the upkeep of the grounds. Inspects range and buildings are clean, in good working order without damage by completing walk around visual inspections.

Monitors air make-up systems (AMU's) to ensure compliance to EPA regulations. Monitors heating, lighting and security systems to ensure all are in working order.

**Supervision of Others** – Participates in the recruitment of intermittent Shooting Range Attendants. Supervises, schedules and directs the work of all employees to create a safe environment. Completes orientation and training of new employees; trains staff on specific duties and programs. Engages in performance management with staff: scheduling, performance appraisals, coaching, training, skill development, and progressive discipline. Approves timesheets and submits to payroll per established deadlines.

**Department Administration** - Prepares annual budget with the County Commission; directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets. Orders supplies and materials as required and within established County guidelines. Prepares deposits. Attends meetings with the Commission as needed/requested. Attends all Shooting Range Board meetings, providing facility and membership updates.

### **Competencies**

**The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: Accountability, Active Listening, Adaptability, Attention to Detail, Commitment, Communication – Oral and Written, Computer Skills, Customer Service, Dependable, Firearm Operation & Safety, First Aid, Flexibility, Initiative, Innovation, Marketing, Stress Management and USPSA (United States Practical Shooting Association).**

This position must be self-motivated and able to work independently, with flexibility in meeting the needs of the facility and demands of the public. A thorough knowledge of firing range operations, firearm laws, shooting range operations and safety procedures is required to ensure safe operation of the facility. Must possess knowledge of first aid and CPR and the ability to assist injured patrons. Involvement in and certification from the USPSA.

Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly. Must be comfortable and confident in ability to intervene and confront range users who are non-compliant with the rules and regulations. Demonstrate the ability to remain calm in stressful situations. Must be able to de-escalate potentially dangerous situations with patrons who are not compliant with rules and regulations. Possess excellent customer service and interpersonal skills and the ability to resolve customer questions and concerns with courtesy and respect. Must listen actively to ensure effective and correct communication. Requires the ability to effectively interact with variety of personalities and demands of the public. Communicate both orally and in writing accurately and effectively, utilizing appropriate grammar and spelling. Ability to act with initiative, common sense, and good judgment.

Ability to develop marketing plans and promote business, build clientele. Develop business growth plan, seek out innovative ways to build clientele and facility exposure.

Basic knowledge of Word, Excel and Quickbooks are required as well as ability to utilize and access software programs to monitor of the facility systems. Knowledge of basic accounting, cash registers, telephones, money changing.

### **Safety**

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Commission. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

### **Supervisory Responsibility**

This position supervises intermittent Range Attendants. Responsibilities include recruitment, selection, training and administration of disciplinary actions.

### **Work Environment**

This position primarily works within the indoor Shooting Range. However, performs grounds inspection and maintenance tasks outside and may be subject to a variety of inclement weather conditions including heat, rain, wind, snow and ice.

### **Required Education and Experience**

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent. Must have at least one (1) year experience with shooting range operations, firearm operations and safety. Three (3) years of experience in customer service and dealing with the general public is also required.

Must hold or be able to obtain Range Safety Officer certification from the National Rifle Association within six (6) months of hire; Fallon County will fund this certification. Must hold or obtain valid CPR/First Aid card within six (6) months of hire; Fallon County will fund this requirement.

Involvement as an action pistol shooter under authorization of USPSA (United States Practical Shooting Association) or willingness to become involved in the organization is required. Obtain the National Range Officer Institute (NROI) through the USPSA certification within one year of employment; Fallon County will fund this requirement.

**Preferred Education and Experience**

Not applicable.

**Additional Eligibility Qualifications**

Must possess or obtain a Montana driver license within thirty (30) days of employment.

**Salary Schedule**

The wage for this position is \$20.00 per hour.

**Position Type/Hours of Work:**

This is a part-time, permanent, twenty (20) hours a week position which will generally work Monday through Friday, with hours extending in to the evening. Specific hours will be determined upon hire. Some weekends may be required.

**Physical and Environmental Demands**

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to seventy (75) pounds occasionally. Sitting and use of a computer is common. Specific vision abilities include close and distant vision. Exposed to extremely loud rifle and pistol shooting; exposed to persons with firearms; may be exposed to inclement weather including heat, cold, rain and snow.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.*