



CLASS SPECIFICATION

Class Title: Range Master
Department: Sheriff
FLSA: Non-Exempt

Class Code: 7767
Grade: 20
Eff. Date: 3/3/25

GENERAL PURPOSE

Under general supervision of the Sheriff's administration, manages and promotes the use of the Davis County Shooting Range.

EXAMPLE OF DUTIES

Manages the operations and use of the Davis County Shooting Range, including scheduling and access of range for use by law enforcement agencies, protective services, gun clubs, and the public.

Develops, implements, and enforces rules and safety regulations governing the use of facilities, equipment and personnel at the Davis County Shooting Range. Serves as a liaison with outside constituents and others on matters relating to policy and administration.

Develops and manages volunteer program and staff for the support of the Davis County Shooting Range, including recruiting, training, rewarding, correction, and scheduling. Ensures proper procedures, training, and certifications of range officers.

Manages budgets, revenue and overall finances of the range operations, including collection and processing of fees for law enforcement agencies, contracted entities, gun clubs, and public use. May also include managing grants, fund raising, donations, and sponsorship promotions.

Conveys and enforces range rules and regulations; prepares and presents written and oral reports; makes public presentations. Composes written correspondence; maintains files and records. Stays up-to-date with local, state, and federal laws and regulations regarding firearms and shooting ranges. Ensures all operations are in compliance with applicable laws and safety standards.

Facilitates outreach programs that promote firearm safety and responsible shooting. Partners with outside constituents such as Division of Natural Resources (DNR), Alcohol Tobacco and Firearms (ATF), and various gun club associations and citizen academies to sponsor and promote gun safety and operations training, firearms courses, and shooting tournament / competitions.

Coordinates and ensures proper maintenance and upkeep of facilities, grounds, roadways and parking areas, including construction upgrade projects. Assists law enforcement entities with specialized range setup and target configuration. Maintains accurate records of range usage, incidents, maintenance activities, and inventory management of shooting equipment and supplies.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High school graduation (or equivalent) plus five (5) years of comparable administrative level

experience. An acceptable combination of related education and experience may be considered.

Preference for experience in a sworn public safety position, or military experience with firearms training and operations.

2. Special Qualifications:

Must have NRA Range Safety Officer Certification or equivalent from one or more national or international shooting organization.

Must have NRA Range Development Operations Certification or equivalent or be able to obtain within twelve (12) months of employment.

Must pass a Davis County Sheriff's Office (DCSO) background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: small arms external ballistics and the use of bullet ballistic databases and programs; Emergency Medical Tec. Standards; range and firearms safety; firearm laws and practices; safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment; advertising, and social media.

Skills in: Customer relations; employee supervision; computer programs and software operations; math and financial practices; developing and implementing educational programs and safety courses for the public, including basic firearm safety courses, hunter safety courses, gun cleaning/maintenance training, and advanced shooting techniques.

This position may require driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: act independently and use sound judgment; coordinate with law enforcement agencies and personnel; communicate effectively both verbally and in writing; accurately assess and take effective and appropriate action in emergencies; maintain composure during emergency situations; remain alert and react to unexpected situations and emergencies; handle high levels of personal stress and maintain composure under a variety of adverse conditions; collect and rapidly assimilate facts; establish and maintain effective working relationships with all county departments, local businesses, organizations, and other agencies, supervisors, other employees, community professionals, and the general public.

WORKING CONDITIONS

Work for sustained periods of time maintaining concentrated attention to detail. Work is performed in a shooting range and in an office environment. When in an office, work requires sitting for periods of time



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and using a computer keyboard and screen. When in a shooting range environment, work requires standing for periods of time and the incumbent will be exposed to a variety of firearms and other weapons related noise, chemicals, gun cleaning solvents, ammunition and explosive materials, ammunition smoke and hand and power tools related to weapon repair. Outdoor shooting range includes exposure to year-round weather conditions. May require ability to walk, kneel, crouch, crawl and twist, grasp, lift and carry boxes and other items weighing 50 pounds or less. Exposure to the extreme noise of firearms requiring the use of protective ear plugs/gun mufflers. Requires varied work schedule, including flexible hours, evenings, weekends, and holidays, to accommodate various public hours.

*The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***