

CITY OF DALY CITY
JOB SPECIFICATION

POLICE RANGE MASTER

Part-time/Temporary

DEFINITION

Under general direction of a departmental manager or supervisor, provide weapons range programming, training, and maintenance for the Police Department. The Police Range Master serves as the custodian of all records concerning weapons and is responsible for developing and maintaining a budget while following City and Department purchasing procedures.

EXAMPLES OF DUTIES

Develop and implement programs, including training programs, for various police weapons; research available products; make policy recommendations. Work with the Department training manager and other range staff. Maintain records of range training qualifications. Develop and recommend weapons budgets and weapons training budgets.

MINIMUM REQUIREMENTS

Knowledge of: Commonly used weapons for law enforcement including firearms. Oral and written communications in English.

Ability to: Be punctual; communicate well with criminal justice system professionals; drive an official Departmental vehicle; assemble, disassemble, maintain, and operate weaponry and associated maintenance and training equipment; instruct others in proper use and care of firearms. Pass a comprehensive background investigation and follow Department rules and regulations including those concerning uniform and grooming standards. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from high school or equivalent.

Experience: None required.

Age: Must be 18 years of age for entrance.

License: Possession of a valid Class C California Driver's License.

R: 02/2007