

## **JOB DESCRIPTION**

**Company:** FIELD TIME TARGET & TRAINING, LLC / FT3 TACTICAL

**Position:** Range Manager

**Location:** 8230 Electric Ave. Stanton CA

**Reports to:** General Manager

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**Job Duties:** The Range Manager is responsible for the overall safety and operation of the shooting range. The Range Manager supervises Range Safety Officers (RSO) and Front Counter Staff (FCS) employees.

**Range Manager's general responsibilities include, but are not limited to:**

- The day-to-day operations of the RSO / FCS staff
- Ensure all safety and policy rules are adhered to by staff
- Monitor range inventory and order ammunition, firearms and retail products
- Promote the range and liaison with outside vendors and customers
- Complete detailed and complex written reports when applicable
- Generate reports when requested / maintain required firearm logs and books
- Maintain the class, training and event schedule
- Oversee the RSO / FCS employee schedule
- Conduct mentoring, training and review performance of RSO / FCS staff
- Complete projects or assignments given by the General Manager

**Range Manager must be able to perform the following, but not limited to:**

- Ability to legally possess and safely handle firearms
- Operate a computer and cash register
- Stand, sit, bend, reach and kneel for extended time / Be exposed to loud sounds
- Have the ability to lift and carry up to 60lbs
- Communicate clearly, both orally and in writing
- Obtain CPR, AED and First Aid certificates
- Respond to immediate threats, injuries and / or incidents that occur on the range
- Be able to work days, nights , weekends, holidays and off-site special events
- Exercise sound judgement and good decision making

The Range Manager is a position of great responsibility and requires the ability to multi-task, communicate clearly and concisely, be very organized and delegate when appropriate.