

<b>Position Code</b> 1.
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Natural Resources
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
State Worker	Marketing & Outreach
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Range Officer	Recruitment & Retention
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Jordan Mason, Park and Recreation Supervisor	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Gary Jones, SAM 15	Echo Point Shooting Range 3682 Monroe Rd, Allegan, MI 49010-9468 Hours of Work – Varied and Irregular
<b>14. General Summary of Function/Purpose of Position</b>	
This position is to operate and maintain the shooting range and to manage public use of this range in a safe and proper environment.	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.  
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1                      % of Time: 40**

Range Operations - Employee is responsible for the daily operation of the range involving the structured use by the public. Maintaining a safe environment is of utmost importance.

**Individual tasks related to the duty.**

- Maintaining a sign-in sheet of all users.
- Ensuring shooting safety equipment is used at all times, including the distribution of the same as needed.
- Maintaining safe firing lanes at all times on the handgun, rifle, shotgun, and archery courses by controlling all aspects of public use.
- Contacting emergency personnel if an accident occurs.

Duty 2

**General Summary of Duty 2                      % of Time: 20**

Shooting Range Maintenance - Employee is responsible for grounds maintenance of all shooting facilities.

**Individual tasks related to the duty.**

- Cleaning of restroom facilities, mowing of grounds, removal of trash, general maintenance of shooting benches and signs, maintenance of all signs and fences, and maintenance of the parking area.
- Employee must be familiar with the safe use of hand tools, power equipment, and mowers.

Duty 3

**General Summary of Duty 3**

**% of Time:20**

General Area Maintenance - Employee is responsible for assisting in grounds maintenance activities on the range when shooting range is not open.

**Individual tasks related to the duty.**

- General maintenance of grounds, mowing of grounds, trash removal, general maintenance of all signs, fences, barriers, and maintenance of parking areas.
- Employee must be familiar with the safe use of hand tools, power equipment, and mowers.

Duty 4

**General Summary of Duty 4**

**% of Time:20**

Administrative Duties - Employee is required to maintain records of all users and prepare reports of all shooting range activities.

**Individual tasks related to the duty.**

- Maintain logs of all users.
- Submit reports of use to the supervisor.
- Complete various DNR reporting forms as necessary.
- Maintain records of supplies and tools.
- Employee must be aware of and maintain all product data sheets of all chemicals used at the range.
- Employee must be able to communicate effectively, verbally, and in writing.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Employee makes independent decisions on operation and general maintenance of the shooting range facility that affects the general public. Independent decisions include prioritizing assigned tasks and proper selection and use of tools to complete a task.

**17. Describe the types of decisions that require the supervisor's review.**

When assigned tasks require knowledge of procedures or of a unique/original nature. Examples may include the use of unfamiliar tools, cleaning products or the proper method to maintain a certain facility.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Considerable physical effort is required on a regular basis to complete the outdoor maintenance tasks. Work may be performed in wet, cold, or hot conditions. Activities include standing, sitting, climbing, stooping, balancing, kneeling, crouching, crawling, reaching, and lifting and carrying of objects weighing up to 50 pounds, walking, running, bending, etc. Outdoor activities account for 90%+ of the work time.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

This position is to operate and maintain the shooting range and to manage public use of this range in a safe and proper environment.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

No change.

**25. What is the function of the work area and how does this position fit into that function?**

The function of the work area is to provide a facility for the public to pursue the sport of target shooting and to sight in firearms and archery equipment in preparation for sport hunting. The facility also provides a location for safe and proper instruction of the same.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

**EDUCATION:**

No specific type of education is required.

Knowledge of firearms and firearm safety and use of hand tools is preferred.

**EXPERIENCE:**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge, skills, and abilities will be developed to entry level employees. Minimum qualifications include ability to perform strenuous tasks requiring strength and coordination, ability to follow instructions and ability to read written directions on the use of equipment and materials.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**