

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. PARKSPV3A10N

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete the information 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> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> PARK AND RECREATION SUPV-3	<b>10. Division</b> Marketing and Outreach Division
<b>5. Working Title (What the agency calls the position)</b> Range Officer Supervisor	<b>11. Section</b> Shooting Sports, Recruitment and Retention
<b>6. Name and Position Code Description of Direct Supervisor</b> JONES, GARY E; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SPIELES, JON J; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Glassen Center w/remote option / 8 hrs/day, irregular and flex time as needed

**14. General Summary of Function/Purpose of Position**

This position serves as the first line supervisor of the department's complex shooting range operations. The Range Supervisor is responsible for the promotion, development, maintenance, supervision, and administration of the department shooting ranges, including those ranges operated by private entities under authority of a long-term lease, the Hal & Jean Glassen Shooting Education Center, and the Rose Lake Warehouse facility. Responsibilities include oversight of range operations including hiring and supervision of shooting range staff; oversight of the maintenance and improvements of the above facilities; ensuring and overseeing the safety of employees, customers, and neighbors of the ranges; and representing the department at the local, state, and national levels in matters involving ranges and shooting sports. This position, in cooperation with the Section Manager and other section staff, is also instrumental in the promotion of shooting sports in the State of Michigan.

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:**

**Percentage: 25**

**Personnel Management**

**Individual tasks related to the duty:**

- Coordinates the recruitment and selection and assigns staff, ensuring equal employment opportunity in hiring and promotion.
- Review and approval of range reports.
- Work plan development and review.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Approves leave, overtime, and employee reimbursement requests.
- Certifies time, attendance, and work reports.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Ensures work rules, policies, and procedures are followed.
- Issues corrective/disciplinary action as necessary.
- Ensure proper labor relations and conditions of employment are maintained.

**Duty 2**

**General Summary:**

**Percentage: 25**

**Shooting Range Administration**

**Individual tasks related to the duty:**

- Develop and implement environmental management plans for range maintenance and operations.
- Draft leases for review by DNR legal and land management staff.
- Direct and oversee training of range employees.
- Maintains inventory, including the requisition of equipment, vehicles, supplies and materials.
- Tracking, maintenance, and replacement of equipment, building and supply inventories.
- Develops, monitors, and enforces contracts/leases/agreements/use permits.
- Obtains and maintains permits required for operations.
- Maintains records, prepares reports and composes related correspondence.
- Maintain awareness of applicable policies and procedures and communicate to staff.
- Maintain range activity reports.
- Serve on committees/teams relative to shooting sports and ranges.
- Hunter education program cooperation.
- Coordinate and schedule use of the education center.
- Ensure range/facility access for all users by understanding ADA requirements and design recommendations for ranges and working with shooting range development specialist and DTMB to implement construction improvement necessary to improve and expand access.

**Duty 3**

**General Summary:**

**Percentage: 20**

**Financial Management**

**Individual tasks related to the duty:**

- Ensures proper collection and reconciliation of revenues.
- Ensures compliance with cash handling policies and procedures.
- Work in coordination with DTMB to oversee range related contracts for projects over \$50,000.00.
- Manage range customer pass information and revenue receipts.
- Approve purchasing and supply ordering up to \$5,000.00.
- Assist Section Manager and other section staff with grant submittals by providing necessary range improvement specifications and budget estimates.
- Prepares budget requests
- Manages and tracks budget and controls the spending categories within the set allotment.
- Ensures compliance with purchasing policies and procedures
- Reviews and approves purchase orders and expenditures, including in Sigma

**Duty 4**

**General Summary:**

**Percentage: 20**

**Maintenance and safety**

**Individual tasks related to the duty:**

- Directs, coordinates, and participates in the maintenance and/or construction of facilities.
- Range improvement planning and implementation.
- Develop and oversee maintenance and improvements of range facilities.
- Leads and participates in facility inspections. Addresses issues identified during inspections.
- Directs the maintenance and care of equipment and instructs staff in proper use of equipment.
- Provide estimate and project information to section manager for development, renovation, and improvement of the facilities.
- Identifies, establishes, and oversees the work area's safety program to ensure compliance with mandated safety regulations.
- Address safety issues for employees and customers.
- Document and report accidents, injuries, and incidents involving ranges, customers, and employees.

#### **Duty 5**

##### **General Summary:**

**Percentage: 10**

Promotion, training and education

##### **Individual tasks related to the duty:**

- Seek opportunities to increase rapport with customers, government agencies, media, and public.
- Promote and market ranges and shooting sports to units of government, media, range customers, and the public
- Conflict management and resolution.
- Represent DNR in shooting sport and shooting range events.
- Improve and expand youth and group use of range facilities.
- Development of educational and training programs for staff and range customers.
- Target non-traditional customers for increased participation in shooting and hunting sports.
- Coordinate with local units of government, residents, and neighbors to minimize conflicts, addressing complaints in a timely manner.
- Represent the department in matters involving ranges and shooting sports.
- Special projects and other duties assigned.

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

Routine supervisory decisions that must be made to ensure the success of the programs in accordance with approved budgets, work plans, department, division and section goals and objectives.

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

Supervisory decisions which involve discipline of employees. Program decisions that do not conform to current administrative rules, and/or current department policy and procedures. Budgetary issues that have not been approved. Decisions which will have department-wide impact.

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

Normal office environment with telephone, computer, and other office equipment usage. Field operations will require physical activity including walking and climbing on uneven terrain. Transportation, movement and lifting of range equipment and materials weighing up to fifty pounds will be required. Exposure to loud firing range conditions, requiring wearing of appropriate safety equipment.

#### **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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
SOYE, RYAN A	FIRE SAFETY OFFICER-E E7	DUFFY, SEAN K	MAINTENANCE MECHANIC-E E9
BLY, JONATHON M	PARK AND RECREATION RANGER-A 9	BERENDS, JACOB E	PARK AND RECREATION RANGER-A 9
BRAUER, CHARLIE E	PARK AND RECREATION RANGER-A 9	KIBLER, DAN	PARK AND RECREATION RANGER-A 9
KOPTYEV, ALEXANDER	PARK AND RECREATION RANGER-A 9	QUINTERO, REYMUNDO	PARK AND RECREATION RANGER-A 9
JAY, CURTIS B	STATE WORKER 4	EMERSON, CHESTER E	STATE WORKER 4
AINSLIE, RAYMOND C	STATE WORKER 4	CLARK, RYAN L	STATE WORKER 4
CLEMENCE, JOSIAH L	STATE WORKER 4	KEMP, DUANE L	STATE WORKER 4
PRATER, ROBIN L	STATE WORKER 4	KLEIN, CHRISTOPHER L	STATE WORKER 4
HULL, JASON L	STATE WORKER 4	MILLER, ROBERT J	STATE WORKER 4
FORNEK, JONATHAN F	STATE WORKER 4	JUBB, TY H	STATE WORKER 4
GMEREK, LUCAS H	STATE WORKER 4	CAVALIER, ANDREW H	STATE WORKER 4
PHELPS, ADAM H	STATE WORKER 4	MARHULIK, JAMES H	STATE WORKER 4
COX, SABRINA H	STATE WORKER 4	MICHAUD, ANDREW H	STATE WORKER 4
YOUNG, HUNTER H	STATE WORKER 4	PANIWOZIK, KOLTON H	STATE WORKER 4
VACANT	STATE WORKER	EASTWOOD, BLANE M	STATE WORKER 4
<b>Additional Subordinates</b>			

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

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

Supervision of the units' employees, operations, and facilities. Develop schedules, approve sick and annual leave, review time sheets and conduct corrective action and disciplinary investigations of employees. Conflict management and resolution. Oversee construction and renovation projects.

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

Updated language in box 14: Minor changes to percentages of duties. Added duty #4 to include maintenance and safety related tasks, moved previous duty #4 to duty #5.

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

The work area provides facilities for customers to pursue the shooting sports by target shooting and sighting in firearms and archery equipment in preparation for hunting. The facilities provide educational information; learn to hunt programs, learn to shoot programs, hunter safety education and the safe and proper use of firearms. This position oversees the supervision, administration, promotion, maintenance, construction, development, of the department's staffed shooting ranges.

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

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Park And Recreation Supervisor 11**

Five years of park and recreation experience, including one year equivalent to a Park and Recreation Supervisor 10, two years equivalent to a Park and Recreation Ranger 9, or three years equivalent to a Park and Recreation Ranger E8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Professional working knowledge of governmental processes and procedures. Ability to understand and use basic education and training concepts. Working knowledge and skills of supervisory responsibilities. Basic knowledge of computer applications. Ability to effectively collaborate with individuals and provide customer service. Knowledge and understanding of grant writing and budgetary principles. Five years' experience supervising range operations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

n/a

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

ALLISON MARSTON

8/14/2025

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

\_\_\_\_\_  
Date

*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

\_\_\_\_\_  
Date