



## Job Summary

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| <b>Job Title</b><br>Rifle Range Officer                            | <b>Department</b><br>Gun Range   | <b>Reports to</b><br>Rifle Range Master | <b>Pay Grade</b><br>10                      |
| <b>Starting Pay Rate</b><br>\$21.01 hourly<br>\$43,704.96 annually | <b>FLSA Status</b><br>Non-exempt | <b>Supervisory Duties</b><br>No         | <b>Work Environment</b><br>Office; outdoors |

The Rifle Range Officer ensures firearm safety, inspects and maintains shooting range equipment, addresses environmental hazards, and manages facility cleanliness and security. This role is required to work onsite during regular operating hours.

## Responsibilities

Job duties include, but are not limited to:

- Assisting in siting guns and ensuring they are safely positioned and operated
- Inspecting target frames regularly to ensure they are in good condition and replacing old targets as needed
- Checking the shooting area for ant nests, wasp nests, and other potential hazards, treating them as necessary
- Inspecting berms for damage and performing repairs or maintenance as required
- Inspecting the pond and aerators, reporting any problems or malfunctions promptly
- Cleaning and maintaining the shooting area, ensuring it is free from debris and hazards
- Checking the building for any trash or litter and ensuring it is clean and presentable
- Locking gates on the fence to secure the area when not in use and opening/closing facilities as needed for events or maintenance

## Qualifications

- High school diploma or equivalent; additional NRA training preferred
- Understanding of firearms, shooting range safety protocols, and maintenance procedures
- Strong focus on safety practices, including hazard identification and appropriate treatment methods
- Experience in facility inspection, maintenance, and repair tasks
- Knowledge of environmental concerns such as ant and wasp nests, with the ability to treat them safely and effectively
- Ability to report issues, communicate with stakeholders, and work effectively within a team
- Capable of performing outdoor maintenance tasks and lifting/moving equipment as needed



- Ability to prioritize tasks, manage time efficiently, and ensure the shooting range is well- maintained and operational
- Understanding of security protocols and procedures for locking/unlocking facilities and securing the shooting range area

#### **OTHER DUTIES AS ASSIGNED**

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

#### **ESSENTIAL WORKER STATEMENT**

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

#### **CERTIFICATIONS/LICENSES/REGISTRATIONS**

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

#### **ABOUT IBERVILLE PARISH**

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.

#### **EEO STATEMENT**

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.