



PORT COQUITLAM & DISTRICT HUNTING & FISHING CLUB

PO BOX 78051

PORT COQUITLAM BC V3B 7H5

Tel. 604.942.9772

www.pcdhfc.com

Range Officer Description

PURPOSE OF CLASSIFICATION

The prime objective is to maintain all Club Ranges and property as a safe complex for target sports and training oriented programs and provide acceptable standards of service for the security and longevity of the complex and safe Club member, general public and renter usage.

The Range Officer's Role is to ensure the safety of all individuals attending shooting ranges in the Port Coquitlam & District Hunting & Fishing Club (PCDHFC), taking direction from the Range Master and adhering to the safety protocols defined in the Policy Manual, Constitution and in the Canadian Firearms Safety Course materials.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned by The Range Master, Board of Directors and/or Table Officers from time to time.

1. Participates in the accomplishment of organizational goals and objectives of The Port Coquitlam and District Hunting and Fishing Club.
2. Exhibits a service orientation and maintains a productive working relationship with members of the Club, the general public and 'renters'.
3. Under the direction of the Range Master and / or Chief Range Officer:
 - a. Observes Club members, members of the general public and 'renters' for compliance with all approved Club Policies and range safety protocols;
 - b. Intervenes decisively and professionally whenever Club Policies and safety protocols are not adhered to by any individual or group while on Club property;
 - c. Performs duties of approved retail sales;
 - d. Conducts range maintenance duties as time, resources and safety concerns allow.
4. Maintains:
 - a. a comprehensive and current knowledge of applicable laws/regulations pertaining to the legal use of firearms in Canada.
 - b. a knowledge of the standard operation and safe management of common types of firearms available in Canada.
 - c. an awareness of information and techniques in the fields of communication and conflict management.

ADDITIONAL FUNCTIONS

Performs other related duties as required and as directed by The Range Master or Chief Range Officer.

ACCOUNTABILITY AND RESPONSIBILITY

This position is directly accountable to the Range Master or Chief Range Officer on duty. This position is responsible for enforcing all approved policies of the Club

PERFORMANCE APTITUDES

- 1) Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the



PORT COQUITLAM & DISTRICT HUNTING & FISHING CLUB

PO BOX 78051

PORT COQUITLAM BC V3B 7H5

Tel. 604.942.9772

www.pcdhfc.com

ability to provide formal instruction through explanation, demonstration and/or examination in a structured setting;

- 2) **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments;
- 3) **Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or over);
- 4) **Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, depth, color, texture and visual cues or signals. Some tasks require the ability to communicate orally;
- 5) **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as toxic, poisonous agents, smoke, dirt, dust, pollen, strong odors, temperature, weather and noise extremes, fumes, explosives and firearms;
- 6) **Communication Ability:** Must be able to communicate clearly verbally and in writing. Fluency in English is a must, additional languages are an asset.

MINIMUM QUALIFICATIONS

- Must be able to obtain and maintain valid CPR/First Aid certification;
- Must have access to transportation to the Club (inaccessible by public transit);
- Must possess a Possession and Acquisition License (Restricted & Non-Restricted);
- Must be Bondable and have medical clearance;
- Must pass a Criminal Records Check.