



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
NATIONAL GUARD RANGE SPECIALIST	33	C	9.501

Under general supervision of the Lands and Ranges Officer in Charge in the Office of the Military, Nevada Army National Guard (NVARNG), the National Guard Range Specialist performs a variety of technical, maintenance and supply tasks related to the operation of an automated weapons-qualifying training range.

Oversee range and target construction; work in close concert of prime contractors; maintain and repair electronic targetry systems which require the application of electronic principles and practices involving the installation, maintenance, calibration, repair, programming and modification of a variety of electronic and computerized equipment.

Evaluate range requests to identify completeness and ensure proper planning and safety concerns have been met prior to scheduling range use; manage range resources to support scheduled range activities and ensure range is ready for training when training unit enters; act as unit agent in range setup, logistics coordination and training conflict resolution; restore range to fully operational condition after training to include inspecting and cleaning of ranges and targets; assist in range shutdown issues, emergencies, and equipment failure.

Test electronic and electrical components to determine cause and location of equipment failure by operating multi-test instruments and evaluating resulting measurements to determine type and location of defects in circuits; replace defective parts as needed.

Coordinate with State and federal agencies, vendors and private industries in the purchase of equipment required to repair, maintain and/or modify NVARNG's equipment; perform periodic physical inventory as assigned; count and record items such as office supplies, forms, janitorial supplies, equipment, parts and other materials as required.

Maintain assigned inventory of parts and equipment; maintain replacement and repair stock by researching part numbers, descriptions and prices; input, update, track and retrieve data related to range operations and efficiencies to reduce unnecessary range support and maintenance costs.

Maintain records related to the requisition, purchases, receipt, stocking, inventory, distribution, and property and equipment control by documenting information required by law, regulation and policy; assemble, file and distribute material safety data sheets for all hazardous materials; prepare range and training preventative reports.

Provide continual and courteous customer service to all shooters and visitors to the range.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * Candidates must successfully pass a background investigation prior to being considered for appointment.

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Pursuant to NRS 284.4066 some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a preemployment screening for controlled substances.

INFORMATIONAL NOTES:

- * Positions may be required to work on evenings, weekends, and/or holidays.
- * Positions may be required to travel as needed.
- * Positions are exposed to the dangers of live fire ranges, explosions, insects and venomous snakes.
- * Work requires frequent bending, stooping, walking, standing and lifting heavy objects.
- * Must be able to obtain a security clearance per the Lautenberg Amendment.
- * Education above a high school degree or equivalent education does not exclude the required years of specialized experience in range safety.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of experience with military weapons, ammunitions and Department of Defense range safety operations. This experience must have included three or more of the following: surface danger zone preparation, coordinating unit training schedules, range maintenance, and/or inventory and purchasing protocols; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: military range safety requirements; scheduling requirements; qualification standards.
Working knowledge of: regulations standards, procedures, methods and techniques applicable to safety and occupational health in the area of range safety; Microsoft office products; troubleshooting targeting problems.
General knowledge of: Surface Danger Zones (SDZs); inventory and purchasing protocols and procedures; records maintenance. **Ability to:** read and interpret blueprints, drawings and specifications; repair and troubleshoot microprocessor based equipment; install, operate and troubleshoot diagnostic software; isolate and diagnose electronic problems and equipment malfunctions; resolve conflicts or issues as they arise with customers or staff; conduct field work in rough terrain and weather extremes; safely operate handheld and bench-mounted tools; routinely work in an outdoor environment subject to extreme heat, cold, dusty, windy and/or wet conditions; communicate effectively both verbally and in writing; establish priorities; organize and maintain records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: installation, relocation, set-up and servicing of automated targetry systems including the operation, repair and maintenance of target arrays and other command and control systems; range standard operating procedures and military tactical operations to coordinate and execute scheduled and unscheduled maintenance support.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

9.501

ESTABLISHED: 4/23/20UC
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