



CITY OF THE VILLAGE OF INDIAN HILL POSITION DESCRIPTION

Position Title: Shooting Range Trapper
Department: Shooting Club
Reports to: Shooting Range Supervisor
Civil Service Status: Unclassified
Employment Type: Part-time
Pay Classification: Hourly, Non-Exempt
Salary Range: \$9.09 - \$12.31
Adopted/Revised: December 4, 2017

FUNCTION: To activate skeet and trap machine to throw targets for the members and guests of Indian Hill Shooting Club (IHSC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enforces firearms safety protocols while on IHSC grounds at all times for themselves and the shooters in their charge.
- Assists supervisors with the daily opening and closing of the skeet and trap fields.
- Assists in securing Club facilities at the end of daily operations.
- Loads skeet and trap machines with targets as needed and instructed.
- Performs light maintenance and cleaning of skeet, trap and sporting clay machines and other IHSC equipment.
- Assists in performing building and grounds maintenance.
- Provides coaching assistance and support to members as wanted and needed.
- Reports to assigned shift 30 minutes prior to the opening of the club for shooters.
- Attends and participates in training, educational and skill advancement sessions as required.

SUPERVISORY RESPONSIBILITIES: none

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have strong knowledge, skills and attitude necessary for the ownership and use of firearms and firearm safety with the ability to teach and train others in proper safety and shooting techniques.
- Must have strong oral communication skills, and be customer focuses to understand and appropriately respond to members' needs.

- Team player with demonstrated ability to work well with others, to keep other team members aware of club member needs and goals.

REQUIRED EDUCATION AND EXPERIENCE:

- Must be 16 years of age or older
- As specified by the Part-time Shooting Range Supervisor for continuing education

LICENSES OR CERTIFICATIONS: none

TOOLS AND EQUIPMENT USED:

Trap machines; hand powered and non-powered hand tools; mowing equipment; string and hedge trimmers, chain-saws and other similar maintenance equipment; broom, mop, vacuum sweeper, and other necessary cleaning supplies and equipment to maintain facility.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Generally, requires low to moderate physical effort required to sit, stand, bend, stoop, climb, push, pull, carry, lift and walk. Medium work involves occasionally lifting, carrying, pushing or pulling objects, equipment and supplies up to 50 lbs. and frequently lifting, carrying, pushing or pulling objects, equipment and supplies up to 25 lbs. Must be able to constantly lift, move or carry up to 10 lbs. Requires ability to operate various trap, skeet and sporting clay machines and hand tools. Requires ability to use broom, mop, floor buffer, vacuum sweeper, standard small hand tools, and other necessary equipment to maintain facilities. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; proper protection will be provided and worn per the recommended guidelines. Vocal communication is required to perceive, express or exchange ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels. The noise level in work environment will vary and at times may be loud; proper hearing protection will be provided and worn per the recommended guidelines. Must be able to smell. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Requires ability to work various and flexible hours (to include nights and weekends).

SIGNATURES:

Incumbent	Date	Supervisor	Date
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The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.