



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 8265

WEAPONS RANGE TECHNICAL COORDINATOR

GRADE K

SCOPE OF WORK:

Work involves the operation, maintenance, and repair of Standard Integrated Target Systems and the management and direction of activities incident to North Dakota National Guard's small arms, crew-served weapons, and demolition ranges.

DUTIES PERFORMED:

- Provide operations management for buildings and equipment associated with small arms, crew served, and demolition ranges located at Camp Grafton South.
- Implement and maintain a preventive maintenance program for buildings and equipment.
- Perform administrative functions such as developing and implementing policies and regulations governing firing range usage, range safety, medical evacuation, fire fighting activities, and other emergency procedures.
- Review and approve range usage requests, coordinate logistics, communicate range policy requirements, and supervise users for proper utilization of the training site.
- Identify program goals, develop plans for completing goals, and monitor progress toward fulfillment of established goals; evaluate and make appropriate adjustments to include recommending organizational changes.
- Provide briefings to incoming soldiers and assist them in understanding the requirements of the Standard In Training Commission.
- Communicate with local land owners to inform them of range usage days.
- Provide instruction in the use of the Enhanced Remote Target Systems and operate the Engagement Skills Trainer facility in a manner to benefit or enhance instructions or briefings given.
- Develop a Standard Operating Procedure manual and instruct all users in the safe operation of tools and equipment.
- Plan, monitor, and evaluate all on-site training programs.
- Install, maintain and repair electronic targetry equipment.
- Operate integrated target systems during firing activity.
- Supervise and train staff.
- Develop and implement plans and procedures for communications requirements for range and field training operations.
- Manage the Workers Compensation Risk Management Program for the Weapons Ranges and supervise the Safe/Danger Zone.
- Gather bid specifications for Requests for Quotations (RFQ).
- Provide input to planning, range maintenance and budgeting; input data in TBUD (Army Training Budget).

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires one of the following:

- Proficiency in electronics or computers acquired through vocational/technical training and two years of work experience in a weapon training arena and two years of supervisory/management work experience, or
- An associate degree in a closely related field and two years of work experience in a weapon training arena and two years of supervisory/management work experience, or
- Six years work experience (on the job training) in a weapon training arena that included two years of supervisory/management work experience.

Eff. Date: 07/94

Rev: 05/98 – Duties upgraded, grade changed

Rev: 12/99 – Update of minimum qualifications

Rev: 07/12 – Conversion to Hay System; *Pay Grade Exception assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12

Rev: 02/14 – Update duties and minimum qualifications, factoring reviewed by JEC, assigned grade K, *Pay grade exemption removed