



PORT COQUITLAM & DISTRICT HUNTING & FISHING CLUB

PO BOX 78051

PORT COQUITLAM BC V3B 7H5 Tel. 604.942.9772

www.pcdhfc.com

JOB POSTING - RANGEMASTER

Due to pending retirement, the [Port Coquitlam & District Hunting and Fishing Club \(www.pcdhfc.com\)](http://www.pcdhfc.com) located in Coquitlam, British Columbia requires immediately a qualified individual to fill the role of **Rangemaster**.

Overview

The Rangemaster is responsible for all safety on club ranges and for the management of paid Range Officers and club range facilities. Working with the Chief Range Officer and Club Staff and reporting to the Club Executive, Table Officers, the Rangemaster coordinates all activities and manages all resources that contributes to the safe conduct of shooting by Members, the visiting Public and Renters.

The Candidate

We are looking for a motivated individual with life and work experience in managing a diverse staff, who has thrived in an often high pressure environment where safety is paramount balanced with the ability to serve the public with respect while maintaining the high standards outlined in set policy, understood procedures and the law and regulations governing firearms in Canada and B.C. The successful candidate will be an excellent communicator, teacher, with demonstrated experience in conflict resolution and human resource management.

Availability: Immediate with training period

Position: Full-Time

Detailed Job Description

A detailed job description follows (or can be downloaded here at http://www.pcdhfc.com/rangemaster_posting_v1_4.pdf.)

How to Apply

If you wish to apply, please email hr@pcdhfc.com with cover letter and resume.

About the Port Coquitlam & District Hunting and Fishing Club

Located on the edges of the fast growing city of Coquitlam, British Columbia, since 1956 PCDHFC offers to its members, public and renters: eight outdoor shooting ranges, a multitude of active sport disciplines including LEAP, PPC, IPSC, Trap & Skeet and Archery; and permanent training facilities used by law enforcement from around the Lower Mainland of B.C. A non-profit society with over 2,000 members, PCDHFC provides a safe, monitored center for skills, sport and learning for shooters, hunters, and archers. Through our salmon hatchery on the Coquitlam River and other initiatives, PCDHFC fosters the environment enjoyed by our members for the good of all British Columbians.



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Range Master Job 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 safety of Club members, the general public and renters..

The RM's role is to oversee, coordinate and manage all range staff and be the highest authority on range conduct.

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 Board of Directors and/or Table Officers from time to time, or by the necessity of events.

(1) Participates in the accomplishment of organizational goals and objectives of The Port Coquitlam and District Hunting and Fishing Club;

(2) Willing and able to operate at a Range Officer capacity if operational needs or safety requires it;

(3) Administers all Club Range related operations:

a) Manages and allocates Range usage for Club Members, members of the general public and renters for all Ranges located on Club property as directed by the Executive Committee;

b) Observes Club Members, members of the general public and renters for compliance with all approved Club Policies and range safety protocols;

c) Intervenes decisively and professionally whenever Club Policies and Safety Protocols are not adhered to by any individual or group while on Club property;

d) Performs inventory control duties for safety products and general paraphernalia offered to users of the Ranges as approved by the Executive Committee and / or the Table Officers collectively;

e) Conducts and supervises minor 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) An awareness of information and techniques in the fields of communication and conflict management.

(5) Provides budgetary input and control:



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- a) Assesses Club's needs and makes recommendations for purchase of Range related supplies and equipment;
 - b) Assists with monitoring expenditures to ensure compliance with approved budgetary direction given by the Executive Committee as a whole and / or the Table Officers as a whole;
- (6) Purchases Range material, supplies and equipment within a budgetary allowance approved by the Executive Committee as a whole and / or the Table Officers as a whole;
- (7) Prepares or completes various forms, reports, correspondence, logs or other documents as directed by the Executive Committee as a whole and / or the Table Officers as a whole;
- (8) Schedules and assigns appropriate Range staff presence to ensure all Club policies and safety protocols are monitored and maintained at the highest level;
- (9) Supervises all Range staff to ensure verbal interventions and behaviours are timely, decisive and professionally executed whenever Club policies and safety protocols are not adhered to by any individual or group while on Club property. This will entail the direct supervision of all Range staff on any one occasion;
- (10) Supervises all cash transactions related to safety products and general paraphernalia offered to users of the Ranges and Day-Card sales, including the preparation of the Daily Report at the close of business;
- (11) Manages and takes the lead role in staff selection, training and supervision processes, as well as the preparation and delivery of training and educational materials for all Range staff. Staff will be trained and mentored in firearms safety and education and those areas focused on people management and public relations. Quality of service delivery and innovative approaches to problem solving will be an integral part of the staff supervision, training and mentoring model;
- (12) Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, e-mail, Internet or other computer programs;
- (13) Communicates with the Executive Committee, Table Officers, employees, outside agencies and other individuals as needed to convey Club information or resolve problems.

ADDITIONAL FUNCTIONS

Performs other related duties as required and as directed by the Executive Committee as a whole and / or the Table Officers as a whole.

ACCOUNTABILITY AND RESPONSIBILITY

This position is directly accountable to the Executive Committee as a whole of The Port Coquitlam and District Hunting and Fishing Club. Between Executive Committee meetings, this position is directly accountable to and takes direction from the Table Officers as a whole.

This position is responsible for enforcing all approved policies of the Club and implementing and managing directives by the Executive Committee and / or the Table Officers collectively.



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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 ability to provide formal instruction through explanation, demonstration and/or examination in a structured setting; Mentoring and training of range, office and ground staff as required;
- 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 have a sound knowledge of firearms actions, configurations, and functionality;
- 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.
- Must have some formal training in conflict management and de-escalation of situations.