

**DAVIESS COUNTY FISCAL COURT**  
**Job Description**

**Job Title: Mattingly Target Shooting Range Attendant**

**Department:** Parks

**Reports To:** Recreation Outreach

**FLSA Status:** Non-exempt

**Prepared Date:** May 2024

**Summary** The position is responsible for coordinating with the Seasonal Gun Club Operator all logistical needs associated with day to day operations as well as pre-planned special events while providing for retail sales in the clubhouse.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Ensure the park is opened and closed according to established schedule

Maintain available posted calendar for public regarding upcoming events

Sell retail inventory (to include but not limited to ammunitions, hats, concession items, etc.)

Stock and count inventory regularly (Responsible for inventory of supplies required to perform daily operating tasks)

Maintains a sufficient supply of materials and equipment necessary to perform the tasks assigned

Maintains inventory log and records all supplies and materials requisitioned and consumed

Maintains facility grounds, including, but not limited to trash and litter removal, including spent shotgun hulls, restroom cleaning, weed eating, herbicide application, and trimming

Maintains service logs and records of all maintenance and repair work performed

Regularly maintain targets in all machines throughout park; including skeet, trap and sporting clay machines

Run end of day POS reports and submit to parks department, while delivering a nightly deposit to the assigned financial institution.

**Supervisory Responsibilities**

This job has no supervisory responsibilities

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:** Valid Kentucky driver's license

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **Computer Skills**

To perform this job successfully, an individual should be proficient in Microsoft Word and Excel.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is required to stand and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision. The employee is required to lift up to 60 lbs.

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

The noise level in the work environment is usually moderate to loud. Ear and eye protection is a must when on the shooting range.