

Job Description: Range Maintenance Manager

Organization: East Texas Rifle & Pistol Club, Inc. (ETRPC)

Location: Longview, Texas

Reports To: Executive Committee (through the Range Master or designated Officer)

Status: Appointed position (Paid or Volunteer, as designated by the Board of Directors)

Position Purpose

The Range Maintenance Manager is responsible for the upkeep, safety, and operational readiness of all ETRPC range facilities and grounds. This position ensures that club property is maintained in a safe, clean, and serviceable condition in support of ETRPC's mission to promote safe and responsible firearms ownership, marksmanship, and sportsmanship.

This role is **maintenance-focused** and does **not** include authority over firearms handling, range safety enforcement, or disciplinary actions unless separately authorized by the Executive Committee.

Authority & Governance Alignment

- Operates under the authority of the Executive Committee and Board of Directors.
 - Works in coordination with the **Range Master, Range Manager, and Executive Committee**.
 - Must comply with all ETRPC By-Laws, Standard Operating Procedures (SOPs), and applicable local, state, and federal regulations.
 - This is a **non-elected position** and does not carry officer authority.
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Primary Responsibilities

Facility & Grounds Maintenance

- Maintain all shooting ranges, berms, target systems, and safety infrastructure.
- Inspect and maintain club buildings, sheds, fences, gates, signage, roads, and parking areas.
- Ensure range surfaces, firing lines, and impact areas are kept safe and serviceable.
- Identify hazards and initiate corrective action promptly.

Preventive Maintenance

- Develop and execute a routine inspection and maintenance schedule.
- Perform minor repairs and coordinate major repairs or improvements with approved vendors or volunteers.
- Maintain tools, equipment, and maintenance supplies in safe working condition.

Safety Support

- Support range safety by maintaining physical safety features (backstops, baffles, barriers, signage).
 - Immediately report unsafe conditions to the Range Master or Executive Committee.
 - Assist with post-incident inspections as requested.
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Coordination & Communication

- Coordinate maintenance activities to minimize disruption to scheduled events and member use.
 - Communicate maintenance needs, supply requests, and facility concerns to the Executive Committee.
 - Assist with range setup and teardown for approved matches, training events, and organized activities when requested.
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Administrative & Recordkeeping Duties

- Maintain maintenance logs, inspection records, and repair documentation.
 - Track maintenance-related expenses and submit reports as required.
 - Assist with long-term facility planning and improvement recommendations.
 - Ensure compliance with SOP requirements related to facility upkeep.
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Limitations of Role

- Does **not** supervise Range Safety Officers unless separately authorized.
- Does **not** enforce range rules or discipline members.

- Does **not** handle firearms instruction or live-fire supervision unless qualified and formally approved.
 - No authority to approve commercial range use or organized events.
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Required Qualifications

- Demonstrated experience in facilities, grounds, or equipment maintenance.
 - Ability to recognize safety hazards and take appropriate corrective action.
 - Strong organizational and communication skills.
 - Ability to work independently and as part of a team.
 - Basic mechanical, electrical, carpentry, or groundskeeping skills preferred.
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Physical Requirements

- Ability to work outdoors in varying weather conditions.
 - Ability to walk uneven terrain and access all range areas.
 - Ability to lift, carry, and move up to 50 pounds.
 - Ability to safely operate hand and power tools.
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Conduct & Professional Standards

- Must uphold ETRPC values of safety, integrity, respect, and professionalism.
- Must comply with all club policies, By-Laws, and SOPs.
- Expected to maintain a cooperative and respectful working relationship with members, volunteers, and officers.