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| Job Title: | Armorer | Reports to: | Rangemaster |
| Grade: |  | Classification: |  |
| Reviewed and approved by: |  | Date: |  |
| HR review and approval: |  | Date: |  |

Job Summary:

The Armorer is a part-time adjunct, shared reporting officer position related to the training of sworn officers in the use of firearms. This job is conducted in addition to the duties of a sworn officer. The Armorer assists the Rangemaster in ensuring that all Agency issued firearms are maintained within factory specifications and are duty ready.

Essential duties and responsibilities:

* Maintain a twelve (12) month rolling inventory of parts expected to be replaced in maintaining Agency issued firearms and coordinate with the Rangemaster for budgeting purposes.
* Maintain an inventory (to the box of 20 or 50) of duty and practice ammunition and provide a monthly report to the Rangemaster on the current status of the ammunition inventory.
* Report any issues with quality, consistency, or sourcing of replacement parts to the Rangemaster promptly.
* Report any issues with quality, consistency, or sourcing of practice or duty ammunition to the Rangemaster promptly.
* Ensure that all Agency issued firearms are maintained within factory specifications.
* Coordinate with the Rangemaster on any firearms taken out of service for repair, when the firearm is returned to active service, and firearms that have been returned to the factory.
* Report any non-authorized modifications to issued duty weapons to the Rangemaster immediately, including but not limited to:
	+ Light trigger mechanisms
	+ Light spring kits
	+ Unauthorized grips, sights, magazines, ammunition, etc.
* Assist in maintaining the safety of all Firearms Training conducted at the facility including, but not limited to:
	+ Federal and state OSHA compliance for exposure to airborne lead, hearing conservation, and vision protection.
	+ Medical emergency procedures and regular review and coordination with EMS.
* Responsible for notifying the Rangemaster 6-months or more prior to the expiration of any armorer or other required certifications.

Limitations of duties and responsibilities

* The Armorer is specifically not authorized to perform work on non-Agency owned firearms (personally owned firearms), test and evaluation firearms, or firearms that have been transferred from evidence without specific authorization from the Rangemaster.

Non-essential duties and responsibilities:

* May assist the Rangemaster with administrative tasks as appropriate and assigned.

Required education and experience:

* Armorers are selected from sworn or non-sworn personnel of the XYZ Police Department.
* Candidates for position must be off probationary employee status and have a minimum of 1 year of field law enforcement experience.

Required Certifications in additionto all certifications required for XYZ [police officer] [supervisor]:

* Current certification in CPR and First Aid.
* Must obtain a factory armorer certification for the specific firearm system prior to assuming maintenance duties.
* Must maintain a factory armorer certification for all firearms serviced.

Physical Requirements of the Job (% of time standing, % of time sitting, lifting, walking, etc.):

* Sitting: 75 %
* Standing, walking 25%
* Lifting to shoulder height weights up to 50 pounds 10%
* Working at a work table or bench with common hand tools 75%
* Use of a computer workstation while sitting 25%

Environmental Condition:

* Wet or humid conditions 33%
* Work near moving mechanical parts 30%
* Fumes or airborne particles 60%
* Toxic or caustic chemicals 10%
* Outdoor weather conditions 10%
* Work in near total darkness 0%
* Exposure to moderate noise environment 70%
* Exposure to loud noise environment 20%
* Exposure to extremely loud noise environment 10%
* Exposure to defensive/offensive weapons 100%