

<p><u>Code:</u> 3264 <u>Title:</u> ARMORER</p>
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SUMMARY: Receives, stores, inspects, maintains and repairs firearms and associated law enforcement equipment and munitions items.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Inspects, maintains, repairs and cleans authorized weapons;
Tests and evaluates weapons, ammunition and chemical agents and reports findings to management;
Maintains adequate stock of parts and supplies;
Prepares requisitions for weapons, ammunition, chemical agents and targets;
Prepares status reports of weapons in use and in inventory;
Receives, stores and issues weapons, ammunition, protective masks and chemical agents;
Maintains physical security of weapons and munitions held in armory;
Monitors ammunition inventory levels and prepares stock usage reports;
Assists Rangemaster or Range Safety Officer in firearms instruction and performs immediate repairs and adjustments on weapons during firearms training and qualification sessions;
Instructs law enforcement and corrections officers in proper maintenance of individual weapons;
Develops specifications for the purchase of weapons and ammunition based on departmental requirements, ballistics manuals and related technical information;
Recovers, recycles or properly disposes of spent brass and lead from range operations;
Maintains, stores, uses and properly disposes of toxic or hazardous materials, solvents, lubricants and similar materials encountered in work.
Properly disposes of unserviceable, obsolete or non-reparable firearms and munitions items;
Drives and performs operator-level servicing of assigned vehicles;
May assist Property & Evidence Technicians, investigators and law enforcement officers in the identification of firearms, munitions items and related materials.

KNOWLEDGE & SKILLS:

Knowledge of:

- the practices, methods, tools and materials used in the inspection, maintenance and repair of weapons;
- the uses, storage and proper disposal of ammunition and chemical agents;
- occupational hazards and safety precautions related to use of weapons and ammunition, and hazardous materials encountered in work;
- principles and practices of training and instruction;
- principles and practices of accurate record-keeping;

Skill in:

- inspecting, maintaining and repairing weapons and chemical agent generating equipment;
- inspecting and selecting ammunition for varied applications;
- communicating effectively;
- maintaining accurate manual and automated records;
- reading, interpreting and applying technical data;
- instructing others in the safe use and maintenance of weapons;
- determining and maintaining adequate stock levels of ammunition, chemical agents and related materials required;
- operating and performing operator-level servicing of assigned vehicles.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of military experience as a small-arms repairer/maintenance specialist or small-arms marksmanship training instructor;

OR:

(2) Two years of experience in a law enforcement setting as an armorer, small-arms repairer or small-arms maintenance specialist;

OR:

(3) Two years of experience as a gunsmith in the fabrication, maintenance, repair or modification of small-arms.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement agencies due to need for access to law enforcement/corrections facilities, property and associated confidential information, documents and databases.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.