



ARMORER – PART TIME

JOB CODE: 39003

PAY GRADE: 14

PAY RANGE: \$19.90 - \$31.84

GENERAL DESCRIPTION

Under the general supervision of the Training Division Sergeant, performs technical tasks of average difficulty involving the operational control of the Armory. Incumbent must exercise initiative and independent judgment in performing daily assignments. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides input into annual range/firearms budget;
- Order range related supplies/equipment;
- Issue equipment/supplies/weapons to personnel;
- Direct and supervise range activities;
- Document and report safety and disciplinary issues;
- Inspect and repair weapons;
- Develop qualifications criteria and procedures;
- Score and document firearms qualifications;
- Provide corrective firearms related feedback and remedial training;
- Research new officer survival/firearms related trends and issues;
- Develop and implement maintenance schedule and procedures;
- Maintain and update weapons related records;
- Supervise weapons recall;
- Create/distribute training bulletins, teletypes, and training school information;
- Distribute mandatory retraining information to personnel;
- Design and develop courses/curriculum;
- Develop, maintain and update training lesson plans;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- High school diploma or G.E.D.
- Certification as a qualified firearms and instructor
- Armorer certification
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operation, function, assembly, and components of all weapons in use with the agency and/or special teams
- Inter-personal skills
- Time management skills
- Verbal and written communication skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 2 hours per day
- Walk up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Occasionally lift up to 100 lbs.
- Continuously be able to bend, reach, kneel, and twist
- Occasionally be able to squat