

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ARMORER – PART TIME

JOB CODE: 39003	PAY GRADE: 14	PAY RANGE: \$21.11/HOUR
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GENERAL DESCRIPTION

Under the general supervision of the Training Division Sergeant or designee, 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.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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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 graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education.
- Certification as a qualified firearms instructor and general instructor; FDLE Firearms instructor and FDLE General Topics instructor certifications preferred
- Armorer certification; Glock armorer certification preferred
- 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
- Time management skills and inter-personal 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 requirements to perform the essential functions and responsibilities.

- Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
- Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- 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 75 lbs.
- Continuously be able to bend, reach, kneel, and twist
- Occasionally be able to squat