

8835
ARMORER

NATURE OF WORK

Under limited supervision, at the full performance level, plans, develops and coordinates the weapons maintenance and inspection program for weapons issued by the State of West Virginia. This position will develop protocols for the West Virginia State Police firearms maintenance program and may supervise an assigned staff. Performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Develops policies and procedures for inspection and repair of the various duty handguns, secondary handguns, shotguns, patrol rifles, sniper rifles, and special weapons.

Directs the daily operation of staff or other field staff. Coordinates weapon rotation schedule for frequency and depth of inspection.

Oversees range and field armorer efforts to meet stated maintenance goals.

Provides technical assistance with weapon system selection.

Provides written technical specifications and advice to facilitate the purchase of firearms, optics and accessories.

Provides input and testing of ammunition for terminal ballistic effects and makes recommendations.

Arrange and conduct armorer and specialized training for range and field armorers.

Train and coordinate the training of police officers to perform routine weapon cleaning and maintenance.

Performs complex repairs on firearms utilizing specialized tools and equipment.

Develops and maintains data base records of individual firearms including procurement date, issued date, repair and part replacement.

Coordinates the return of firearms to manufacturers for repair.

Issue replacement firearms following established rules.

Establishes service life dates for weapons and accessories and makes recommendations for replacements.

Provides expert testimony regarding the maintenance program for civil and criminal proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws and regulations relating to law enforcement.

Knowledge in repair and inspection and maintenance of small arms, rifles, shotguns and special weapons.

Knowledge of agency policies, procedures, rules and regulations regarding firearms maintenance.

Knowledge of the occupational hazards and safety precautions required of the work.

Knowledge of firearms training methods.

Knowledge of current trends and issues related to firearms and related training.

Ability to supervise others.

Ability to write instructions and specifications.

Ability to work with specialized gunsmith tools.

Ability to work on police weapons and troubleshoot a variety of malfunction.

Ability to use a personal computer utilizing database management and word processing.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Training: Bachelor's degree from a regionally accredited college or university in criminal justice or related field.

Substitution: Experience as described below may substitute for the training requirement on a year-for-year basis.

Experience: Four (4) years of full-time or part-time equivalent paid experience as a police officer or military armorer.

Special Requirement: (1) Specialized armorer or gunsmith training involving various firearms and special weapons. (2) Instructor certification through LET (Law Enforcement Training Program).

Established: 09/20/2012

Effective: 11/01/2012