

# Firearms Technician



## General Summary of Classification:

Serves as a field service technician; performs basic duties to include to inspection, cleaning, maintenance, and repair of department issued firearms; accurately prepares and maintains related records; sets-up and maintains shooting range equipment which may include electric motors, circuit boards, electronic components, pneumatic valves, control systems, bullet traps, targets, etc.; set-up facility, range and grounds for training and certification activities; operates range equipment and systems to facilitate use of the range; serves as Firearms Range Safety Monitor; performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Serves as an onsite manufacturer certified technician, performs routine cleaning, repairs and maintenance which may include the removal of corrosion, diagnosis of firing and trigger problems, and the replacement of worn barrels;
- Completes day-to-day operational tasks to ensure seamless function of firing range facilities, includes maintaining target machine operations and systems, bullet traps, grounds keeping, set-ups for schedule training and other activities, and monitoring facility cleanliness to ensure smooth operation of range;
- Inventories facility and range supplies and targets, informs supervisor of inventory status to ensure adequate inventory levels, receives and stores supply shipments in a neat and organized manner;
- Ensures that all munitions stored at the range are safely and fully secured at all times;
- Mows and trims range lawn and associated landscaping and cleans range buildings and restroom;
- Performs routine building maintenance, minor electrical, plumbing and carpentry work and preventative maintenance on range facilities and equipment;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent knowledge of firearms safety; sound working knowledge of firearms and the safe handling of firearms and ammunitions; ability to obtain the certifications necessary to diagnose, repair and function test firearms issued and used by the Henrico County Division of Police; sound working knowledge of electricity, mechanical troubleshooting and repairs, basic electronics concepts and components with ability to configure range target and training systems; basic working knowledge of building systems maintenance and repair (e.g. plumbing, lighting, etc.); ability to safely operate a variety of hand and power tools and equipment incidental to assigned job duties.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Establish and maintain sound working relationships; communicate and interact professionally with law enforcement personnel; excellent collaborative skills with an ability work independently and as part of a team; serves as onsite Firearms Range Safety Monitor.
- **Decision-making and Authority:** Manages own workload effectively to ensure the operational readiness of the facility and equipment and safety of self and persons engaged in activities at the facility and using onsite training and range equipment.
- **Leadership:** Non-supervisory. Serves as department contact for routine service of department issued firearms and for issues related to the set-up and day-to-day management of the department's firing range.
- **Environment:** Routinely works indoors and outdoors; subject to high levels of noise routinely encountered at a firing range; subject to varying weather conditions, including extreme weather conditions and temperatures.
- **Physical:** Visual and hearing acuity sufficient to ensure the safety of self and others; manual dexterity sufficient to safely and accurately operate, maintain and repair onsite systems, equipment, and department issued firearms; physically ability sufficient to lift and move heavy objects with and without assistance.

## Minimum Education and Experience:

**Education:** Graduation from high school or equivalent, prefer completion relevant training or coursework;

**Experience:** Three (3) or more years of relevant experience; current CPR/AED/First Aid certification preferred;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Additional certifications required based on manufacturer requirements for servicing.
- May be required to work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.