

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Armorer

SERIES NO.:

2258

MAJOR AGENCIES:

Natural Resources - Parks & Recreation

EFFECTIVE DATE:

02/19/2006

SERIES PURPOSE:

The purpose of the armorer occupation is to develop, coordinate & implement maintenance & inspection program for weapons (e.g., pistols & shotguns).

CLASS TITLE

Armorer

CLASS NUMBER

22581

PAY RANGE

11

EFFECTIVE

02/19/2006

CLASS CONCEPT:

The full performance level class works under general direction & requires thorough knowledge of maintenance & operation of weapons (e.g., pistols, shotguns) & law enforcement in order to develop, coordinate & implement maintenance & inspection program for weapons, conduct firearm inspections & repair worn or damaged firearms.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Armorer	22581	02	02/19/2006	11

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Develops & coordinates weapons maintenance & inspection program for weapons (e.g., pistols & shotguns), conducts routine inspection of pistols & shotguns in field at annual in-service & at division armory, orders gun parts & repairs worn or damaged pistols & shotguns, attends armorer training programs as required to remain certified as factory trained armorer, operates personal computer to enter & verify data (e.g., location, issuance information, repairs, inspections, lost, stolen, traded, retirement, purchase & received/released dates) regarding individual weapons & to develop reports, evaluates division firearms, ammunition, training procedure, new weapons & weapon accessories & makes recommendations to supervisor, provides officers with direct assistance with weapons problems (e.g., adjusts weapon parts, makes suggestions to improve accuracy of weapon), deals directly with firearm factories on firearm problems (e.g., contacts factory for advice on firearms repairs, describes malfunctions to factory representative) & coordinates purchases & weapons trade-ins with vendors (e.g., contacts vendor to obtain prices, recommends acceptance of trade-in offers made by vendors).

Serves as commissioned Ohio peace officer; assists with criminal & internal investigations (e.g., interviews personnel; records responses on witness form); assists with special enforcement details (e.g., operates electronic surveillance equipment; assumes disguise to investigate); makes arrests & testifies in court; qualifies annually with firearm; maintains driver's license to drive state vehicle to field locations.

Coordinates operations of division uniform warehouse; purchases uniforms for commissioned officers, naturalists & lifeguards; outfits new employees with uniforms; distributes replacement uniform items; orders & distributes ballistic body armor, firearms, ammunition, citations, warnings & evidence tags statewide; contacts numerous uniform & equipment vendors to obtain price quotes, place orders, correct billing errors & to return damaged/incorrect items; contacts vendors to obtain samples of products for evaluation purposes; evaluates & coordinates field testing of new items; recommends purchases to supervisor; enters data into computer & tracks data (e.g., items & equipment issued statewide; inventory; history of weapons); coordinates & executes destruction of weapons as ordered by courts; coordinates disposal of unserviceable ammunition, fired brass & outdated chemical agents & repellents.

Serves as firearm instructor (e.g., conducts training; develops lesson plans & training manuals); writes training bulletins on care & maintenance of weapons; assists with division policy development & implementation (e.g., recommends changes in policy regarding firearms, weapon cleaning, uniform apparel & equipment testing & evaluation, uniform procurement procedures, uniform policy recommendations, weapon & ammunition testing & evaluation, firearm policy, inventory procedures, distribution procedures) & advises field personnel of such policies; operates miscellaneous equipment (e.g., weapons repair tools; drill press; cleaning tank) to perform maintenance on weapons; contacts weapon factories &/or armorers from other state agencies on regular basis to discuss problems with weapons; contacts police agencies across country to discuss duty ammunition; moves boxes of weapons weighing 50-75 pounds.

MAJOR WORKER CHARACTERISTICS:

Knowledge of firearms maintenance & repair; agency policies, procedures, rules & regulations regarding firearms maintenance*; state purchasing policies & procedures*; employee training & development; law enforcement; investigative procedures & techniques; inventory control. Skill in operation of firearms (e.g., pistols & shotguns); small power tools (e.g., drill press & grinder); personal computer; surveillance equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; write instructions & specifications concerning proper use of weapons (e.g., pistols & shotguns); gather, collate & classify information about data, people or things; present training before group of co-workers; demonstrate strength to lift up to 75 lbs.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of Ohio peace officer training council course or park officer academy course; 5 yrs. exp. in law enforcement; 3 mos. exp. in employee training & development; 3 mos. exp. in inventory control; must possess current Armorer certification; must possess current OPOTC firearms instructor certification & 2 years experience as a firearms instructor; must be 21 years of age per Section 124.41 of revised code; valid driver's license. Probationary period is one year.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio

Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards For New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Works with firearms (e.g., pistols, shotguns) & ammunition; breathes fumes such as mineral spirits & gun cleaning solvents; exposed to flammable materials; exposed to explosive materials (e.g., ammunition); transports weapons & gun cleaning solvents; lifts boxes of weapons weighing 50-75 pounds; exposed to loud noises.