



FIREARMS INSTRUCTOR

DEFINITION

Under general supervision, performs a variety of specialized, technical, and other duties in support of the Police Department Shooting Range; maintains the Police Department's Armory; conducts weapons training duties and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification requires a comprehensive knowledge of all types of firearms used in the Police Department; appropriate shooting techniques and instruction methods; and the ability to perform inspection, maintenance and repair of weapons and armory/range equipment.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The responsibilities and essential duties performed by appointed individuals include, but are not limited to, the following:

- ▶ Provide firearms training and qualification for staff members and others as may be assigned.
- ▶ Provide personal instruction to include remedial instruction.
- ▶ Develop lesson plans and training sessions for firearms and less lethal weapons.
- ▶ Operates, demonstrates, and provides instruction on a variety of weapons including shotguns, handguns and patrol rifles.
- ▶ Incorporates new and advanced training aids into existing programs as appropriate.
- ▶ Reviews Department policies, procedures, laws, codes and like items relating to the use of force and recommends changes as needed.
- ▶ Conducts inspections of Department-issued weapons, including handguns, shotguns, patrol rifles, along with authorized personal back-up and off duty weapons.
- ▶ Provide maintenance and repairs to department weapons, along with armory and range equipment.
- ▶ Order range supplies within budget guidelines and maintains inventory control for same.
- ▶ Use a computer and applicable software to update and maintain records for staff qualifications, weapons maintenance and inventory.
- ▶ Prepare and disseminate correspondence, memos and schedules regarding training, qualification, weapons maintenance and other information as necessary.
- ▶ Remain current with new methods of range training and armory operations.
- ▶ Attend courses and training seminars relating to weapons maintenance and firearms training as required.

- ▶ Deliver and retrieve weapons for repair.
- ▶ Lift and carry boxes of ammunition and other items weighing up to 50 pounds.
- ▶ Operate a City vehicle.
- ▶ Perform other projects and tasks, as assigned.
- ▶ Interaction with Police Department staff, other law enforcement personnel and suppliers/vendors of weapons, ammunition and range equipment.

QUALIFICATIONS

Knowledge of:

- Local, State and Federal regulations applicable to firearms.
- Police firearms, ammunition and range safety standards.
- Firearms inspection and repair.
- Range target systems.
- Computer applications and office equipment use, as they relate to area assigned.
- Principles and procedures of record keeping.
- Basic mathematics.
- Current principles, trends and methods of training and instruction as it relates to police firearms.
- The principles of proper English sentence structure, spelling, grammar and punctuation.
- Basic storage procedures for weapons and ammunition.
- Basic first-aid practices.

Ability to:

- Effectively and safely operate and maintain the Police Department Shooting Range, Armory and store room for ammunition, targets and related equipment.
- Effectively and safely operate a variety of firearms.
- Operate a personal computer and use applicable software programs.
- Perform inspection, maintenance and repair of weapons and armory/range equipment.
- Learn, interpret and apply policies, procedures, laws and codes.
- Assess training needs and provide specialized instruction for individual officers related to firearm use.
- Prepare and deliver effective firearm training.
- Prepare and maintain accurate and complete records.
- Understand and carry out oral and written directions with limited supervision.
- Communicate effectively orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.
- Read and write at the level required for successful job performance.

Education/Experience:

- Graduation from high school or passage of the high school level General Education Development (GED) Test.
- Specialized training in firearms use/safety and weapons maintenance/repair.
- Two years of experience working with weapons, which includes some experience as a Firearms Instructor/Armorer.

Special Requirements:

- Valid and appropriate California Driver's License and acceptable driving record at time of appointment and maintain it throughout employment in this position.
- Must be able to work a flexible schedule to accommodate Department needs.
- Possession of, at minimum, an active California P.O.S.T. Basic Certificate.
- Possession of an active California P.O.S.T. Firearms Instructor Certificate, or be able to obtain a California P.O.S.T. Firearms Instructor certificate within one year from date of appointment to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Work is performed on a shooting range and in an office environment.
- When in an office, work requires sitting for periods of time and using a computer keyboard and screen.
- When in a shooting range environment, work requires standing for extended periods of time and exposure to a variety of firearms and other weapons, related chemicals, gun cleaning solvents, ammunition and explosive materials, ammunition smoke and hand and power tools related to weapon and range repairs. Work includes exposure to extreme noise of firearms, requiring the use of ear protection equipment.
- Must possess mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.
- Physical demands include walking, kneeling, crouching, crawling, twisting, grasping, lifting and carrying boxes of ammunition and other items weighing 50 pounds or less.
- Work requires the driving of a vehicle on City business.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee normally works under typical office, shooting range and classroom conditions.