

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EQUIPMENT MAINTENANCE TECHNICIAN II -
Armory Operations

SALARY GROUP: A16

DEPARTMENT: Security Operations

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tracy H. Bailey DATE: 01/08/2013

POSITION #: 033228

I. JOB SUMMARY

Performs advanced mechanical and electronic repair and troubleshooting work. Work involves coordinating the maintenance, repair, and modification of various types of firearms and chemical agent equipment; and providing consultative and technical services. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Diagnoses weapon malfunctions, checks for deficiencies, and makes repairs according to manufacturer specifications; makes modifications and changes to firearms and chemical agent equipment; and performs test fires to ensure the safety of staff.
 - B. Verifies, inspects, tests, and reviews firearms, chemical agent equipment, and security equipment for quality control and preventive maintenance programs; performs preventive maintenance to include rotating, cleaning, and servicing firearms; and assists in developing policies and procedures for quality control and preventive maintenance programs.
 - C. Provides consultative and technical services on the operation, repair, maintenance, and warranty information of firearms and chemical agent equipment; and reviews and documents findings of reported accidental weapon discharges.
 - D. Orders new parts for weapons and chemical agents; performs proper inventory control of parts and tools; assists in maintaining agency table of authorized equipment for firearms, chemical agents and security equipment; prepares, submits, and maintains records of work orders and parts used; and documents work performed.
 - E. Responds to emergency situations to include escapes and riots.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning correctional custody, law enforcement, or armory operations experience.

B. Knowledge and Skills

1. Knowledge of inventory methods and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to prepare and maintain complex records and files in an automated system.
8. Skill in problem-solving techniques.
9. Skill to plan work in order to meet established guidelines.
10. Skill to inspect, repair, and service firearms, munitions, chemical agent equipment, and related security equipment preferred.

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Page 3 of 3

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.

- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, silica, asbestos, slippery or uneven walking surfaces, working on ladders or scaffolding, vibration, working with hands in water, working below ground, using chemical agents, and traveling by car, van, bus, and airplane.

- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, firearms, chemical agent dispensing methods, security equipment and technology, weapons, and automobile.