



HAMILTON POLICE SERVICE (HPS)
JOB OPPORTUNITY

SERVICE ARMOURER (Pilot Position)

Posting #2024 - 041

Job Title: Service Armourer

Status: Full Time

Department/Unit: Use of Force – Training Branch

Salary: Schedule 9E from \$79,574 to \$93,616 per annum (As of January 1, 2023)

Posting Date: June 14, 2024 and closing on June 28, 2024

Primary Job Location: Training Branch, Multi-Agency Training Academy (MATA), 1227 Stone Church Road East, Hamilton

Hours of Work: Monday to Thursday, from 0800 – 1800 hrs.

SUMMARY

About Us

Serving a population of 545,000 residents, the Hamilton Police Service has made a commitment to work in partnership with the community and continue to focus on providing public safety accountability and value to its citizens. With an authorized strength of over 1200 staff, the Hamilton Police Service is committed to the highest standards of integrity and professionalism.

Position Summary

Reporting to the UOF, Sgt., the Service Armourer Officer will be responsible to oversee and be accountable for the management of all weapons and ammunition of the Hamilton Police Service (excluding the Emergency Response Unit), including approximately 850 pistols, 150 carbines, and any other weapons as required.

Duties, but not limited to

- Involved in the initial inspection, disassembly, reassembly, and test firing of all new firearms
- Ensure that all weapon inspections are carried out in accordance with various manufacturers and Hamilton Police Service policies and procedures
- Manage the maintenance, servicing, repair, and purchase of all firearms and associated equipment
- Prepare weaponry and related equipment for use for both operational and training commitments, and assist in cleaning and securing all weapons after use. Maintain oversight of this activity.
- Receive, secure, store, and arrange secure disposal of all firearms and ammunition/components
- Auditing of all division armouries and storage locations
- Maintain timely and accurate record keeping in relation to all firearms, ancillary equipment, and ammunition
- Examine Service firearms in investigation (internal or other agency), and give evidence at legal proceedings as an expert
- Conduct and supervise all transactions relating to the issue and return of Service firearms, including record keeping
- Must successfully complete and maintain armourer courses and training as required for each weapon and accessories as required
- Perform firearms instructor duties as classroom facilitator and range safety officer
- Ability to utilize inventory management software
- Must participate in blood monitoring and hearing testing as per the HPS Lead Testing program, Occupational Health and Safety
- Ability to present evidence in legal proceeding
- Must be physically fit and capable of working in a shooting range environment (prone shooting, stand, moving) with loud noises and air quality issues
- Ability to utilize a personal computer
- Any other duties as assigned

Education & Experience

- Minimum grade 12, or the equivalent, knowledge of firearms law and safety measures
- Demonstrated working experience in a similar environment

- Police or military background with proven experience as an armourer (suitable persons trained as gunsmiths in the civilian trade may be considered)
- Five (5) years' experience using related weapons platforms (semi-automatic pistol, semi-automatic rifle) and excellent marksmanship skills with both weapons platforms in order to meaningfully test and evaluate Service equipment (sighting in on various optics and sights)
- Five (5) years previous armourer experience (e.g. armourer or gunsmith with law enforcement or military)

Certifications & Licenses

- Must possess a valid Class G Driver's License with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges
- Restricted and Non-Restricted Possession and Acquisition License (RPAL)
- Gunsmith license is ideal
- Current WHMIS 2015 certificate

Skills & Competencies

- Must be able to work cooperatively with others or independently
- Excellent written, verbal, interpersonal, analytical and problem-solving abilities, and organizational skills and flexibility when performing assignments
- Excellent communication skills relating to testifying and instructing
- Must possess strong attention to detail

Recruitment Process

- Resume review
- Skills & Competency testing (ex. Word, Excel, PowerPoint)
- Interview
- Must pass a background security investigation

APPLICATION INSTRUCTIONS

If you are interested in this position, please submit your application (i.e. cover letter and resume) via email by indicating the posting number in the subject line to recruiting@hamiltonpolice.ca before **11:59 PM on June 28, 2024**.

The Hamilton Police Service is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.

If contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.

We thank all applicants: however, only those candidates selected for testing and/or an interview will be contacted.

