



Job Description

TITLE: Equipment Technician	JOB CODE: 6057
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Law Enforcement
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, maintains the inventory of equipment for the Sheriff's Office; assists in the development of equipment specifications; manages the vehicle inventory listing; assists in the identification of vendors and the purchase of equipment.

Reporting Relationship: Equipment Technicians report to the Support Service Lieutenant.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Maintains the equipment inventory for the Sheriff's Office; assigns and issues equipment to employees; maintains records of these assignments.
- Purchases supplies for the employees; maintains the inventory and places orders to keep stock at appropriate levels; issues supplies in accordance with department guidelines.
- Maintains car keys, office keys and records of vehicle assignments; maintains car wash keys and gas credit cards.
- Maintains the armory records; keeps the inventory of weapons and ammunition; issues weapons and ammunition as directed; ensures the accuracy to all issues and receipts.
- Maintains inventory records in the mainframe computer and in MS Access; enters data and transactions; prepares standard and special reports as directed.
- Researches vendors and different types of equipment for purchase; develops equipment specifications for purchases; develops cost estimates and submits proposed budget.
- Coordinates activities closely with Sheriff's Office mechanics and the Roads Shop.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of inventory and record keeping methods and procedures.
- Knowledge of standard office practices and procedures.
- Knowledge of basic firearm safety procedures.
- Knowledge of County and Sheriff's Office policies and procedures.
- Skill in maintaining accurate inventory records and generating special and periodic reports.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software, including MS Word, Excel, Access and Publisher.
- Skill in communicating effectively, both orally and in writing.

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Education and Experience

- High School diploma or GED equivalent and one (1) year of office clerical experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Will handle weapons and ammunition.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving equipment for vehicles and office as well as receiving transported/shipping items for inventory.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____