

Sample Job Description Finding the Right Fit

Company Information/Description

Job Title: Gunsmith

Reports to:

Purpose: *(This section should outline why you need a gunsmith. It will set expectations around the gunsmith's interactions with customers and coworkers.)*

Responsible for providing outstanding service to customers, diagnosing problems, repairing and accessorizing a wide selection of firearms. Works with co-workers to identify complementary products and/or services which would be of value to the customer. Responsible for maintaining efficient work environment and compliance with all firearms and safety laws or regulations.

Essential Functions: *(This section should include all duties and responsibilities of the position)*

- Answer all questions that pertain to firearms and repair from customers
- Safely handle, check, repair and test firearms brought to the store by customers
- Accurately quote all firearms work, perform all firearms repairs in a safe and timely manner
- Maintain all firearms records and ensure compliance with all BATFE regulations as they apply to firearms repair
- Read and interpret documents such as safety rules, operating and maintenance instructions, MSDS, and procedure manuals
- Keeps skills up to date with ongoing training/learning
- Performs any and all assigned duties, working closely with all employees in a team environment.

Technical Qualifications: *(List all technical functions you will require. Use the Gunsmith's Questionnaire as an example)*

Qualifications:

- Successful completion of a 2 year certified gunsmith program and/or ___ years of experience.
- High school education or equivalent
- Understanding of firearms repair laws
- Good communication and interpersonal skills
- Strong organizational skills
- *(other options could include; weight lifting requirements, specific training desired, computer skills, age requirements, etc.)*