

MUSICAL INSTRUMENT REPAIR SUPERVISOR

DEFINITION

Manages the overall Musical Instrument Repair Shop operations in the District, supervises, assigns, inspects, and evaluates the work of assigned staff, provides technical work direction to staff, and monitors, inspects, and reviews work performed by vendors.

TYPICAL DUTIES

Supervises, plans, assigns, schedules, inspects, and certifies completion of operations performed by District shop and field work of musical instrument technicians.

Directs the fiscal management of the unit.

Prepares correspondence, reports, procedures, and policies.

Confers with school administrators regarding the need for repair of musical instruments and the scheduling thereof.

Evaluates damage to instruments and determines whether to repair or recommend replacement.

Establishes standards of workmanship and work schedules and approves time reports.

Estimates costs of labor and materials, orders non-stock parts, and inspects progress and finished work.

Assists in establishing contract specifications for musical instrument purchases and repairs.

Inspects or supervises the inspection of new instruments purchased for compliance with bid specifications.

Supervises the maintenance of records and the preparation of reports.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and in corrective and preventative safety measures.

Evaluates staff performance and conducts progressive discipline procedures and applies provisions of collective bargaining agreements when needed.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Enters work order and requisition data utilizing computer systems.

Communicates effectively with District staff, consultants, and the public using District communication applications.

May act in place of a higher-level supervisor in case of absence.

May participate or assist in obtaining contracts from private vendors.

May interact with, coordinate, and inspect the work of vendors.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos.

A Musical Instrument Repair Assistant assists in the repair, overhaul, and adjustment of musical instruments, and repairs carrying cases, music stands and related equipment.

SUPERVISION

General supervision is received from a designated supervisor or manager. General supervision is exercised over Senior Musical Instrument Technicians, specialized musical instrument technicians, Musical Instrument Repair Assistants, and Stock Clerks.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- Tools, materials, parts, and methods used in shop and field repair of musical instruments, including pianos and organs
- Principles of supervision and management
- Care and use of tools and repair equipment
- Commercial sources of musical instrument parts and materials
- Microsoft Windows operating systems
- Microsoft Word, Excel and Outlook

Ability to:

- Recognize, analyze, and deal effectively with problems and issues
- Plan, organize, coordinate, and schedule the repair of musical instruments
- Estimate cost of repairs and replacements
- Care for and use tools and repair equipment
- Train and supervise employees
- Work effectively with school personnel, contractors, and vendors
- Diagnose instrument malfunctions and make appropriate recommendations
- Communicate effectively both orally and in writing
- Use a personal computer to input, edit, extract and format data and information
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines
- Manage through direct reporting personnel
- Supervise, train, and evaluate the work of direct and nondirect reporting personnel
- Maintain confidentiality

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 40 pounds in inspecting or assisting with projects when needed
- Auditory acuity as required to test instruments
- Visual acuity as required to inspect and repair instruments
- Manual dexterity as required to make repairs of small items and operate machines

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of experience in musical instrument repair work with the Los Angeles Unified School District, or four years of paid lead or supervisory experience over repair work of a variety of musical instruments with a large musical instrument retailer or organization.

Special:

A valid California Driver License.

Use of an automobile.

A Facilities Planner Training Program Certificate is required_ by completion of the probationary period.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
08-28-13
VR