

SENIOR MUSICAL INSTRUMENT TECHNICIAN

DEFINITION

Assists the Musical Instrument Repair Supervisor in planning, directing, and coordinating musical instrument repair activities, and repairs, overhauls, and adjusts musical instruments.

TYPICAL DUTIES

Prepares estimates of labor and material costs to repair musical instruments.
Assigns, monitors, and reviews work for project tracking.
Prepares job orders and requisitions for stock and nonstock materials.
Enters employees' time into a computer payroll system, prints out time cards, and distributes time cards to employees.
Maintains a computer inventory of musical instruments received for repair and reviews the inventory records to determine the status of repair work.
Contacts a private company to have pianos moved and acts as a liaison between District schools and the company to resolve problems.
Resolves problems and provides information to teachers, principals, and vendors, and files memos, order forms, and job orders.
Repairs, overhauls, and adjusts musical instruments.
Acts for the Musical Instrument Repair Supervisor during absences.
May prepare correspondence, reports, instructions, description of tasks, and related documents as needed.
May orient work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices as needed.
Identifies and evaluates equipment, supplies, techniques, and systems.
May provide work direction to lower level personnel.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Musical Instrument Technician estimates musical instrument repair costs; assigns, monitors, and reviews work; and repairs, overhauls, and adjusts instruments.

A 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 and organs.

A musical instrument technician repairs, overhauls and adjusts a variety of instruments in one of four categories, brass and percussion, woodwind, stringed, or piano and organ.

SUPERVISION

General supervision is received from the Musical Instrument Repair Supervisor. Work direction is exercised over Brass and Percussion Instrument Technicians, Piano Technicians, Stringed Instrument Technicians, Woodwind Instrument Technicians, Musical Instrument Repair Assistants, and Maintenance Workers. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Tools, materials, parts, and methods used in shop and field repair of musical instruments and pianos
- Documents used in ordering and purchasing tools and materials
- Microsoft Word, Excel, and Outlook
- Specifications for purchases of new musical instruments and cases
- General principles for construction of pianos, brass and percussion, woodwind, and stringed musical instruments
- Safety practices related to the repair of musical instruments

Ability to:

- Provide work direction effectively
- Use hand and power tools
- Make computations of labor and parts costs
- Read and understand instrument manuals and parts catalogs
- Use a personal computer to input, edit, extract and format data and information
- Keep records
- Work effectively with District personnel and vendors
- Communicate effectively, both orally and in writing
- Perform multiple functions concurrently

Special Physical Requirements:

- 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
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift and carry items weighing up to 100 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Three years of paid experience in the repair of musical instruments.

Special:

- A valid California Driver License.
- Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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