

**Technician - Music Inventory and Repair**DEFINITION

Under the general supervision of the Coordinator of Visual and Performing Arts, performs a variety of skilled and semi-skilled tasks in the maintenance and repair of a variety of brass, string, woodwind, and percussion instruments, and general music instruments (I.E. Orff), and instrument cases.

EXAMPLES OF DUTIES

Performs skilled and semi-skilled work in connection with maintenance, repair and improvement of musical instruments and equipment to include a wide variety of brass, string, woodwind and percussion instruments and cases. Dismantle and reassemble instruments; remove keys, rods, corks, pads and valves; clean keys, hinges, tubes, rods and bodies of instruments; replace and fit keys, pads, cork felts and heads; align valves and straighten slides; reset bridges and repair bows; determine salvage ability of damaged instruments; create new parts for obsolete instruments. Remove dents; chemically clean brass and woodwind instruments including acid washings; polish and buff instruments. Communicate with other departments, students, staff and outside agencies to exchange information, coordinate activities and resolve issues; perform emergency repairs as requested. Provide guidance to students and staff regarding the proper operation, care and storage of instruments; serve as a resource to District staff, students and others regarding instruments and instrument repair. Cares for and maintains tools, equipment and shop areas. Maintains work site in a clean and orderly condition, protects building occupants from work site hazards. Maintains records, provides reports and records work data. Inventory materials and maintain inventory records. Notify students of materials due and their amounts and receiving and processing fines. Provides direct labor as may be required in the event of emergency situations to protect personnel and property. Drives a vehicle to various locations along assigned routes to pick up and deliver music materials and supplies to appropriate personnel; inspects shipments to assure compliance with school site specifications. Pick up and delivers mailings and collected monies according to established procedures as required. Assembles and organizes equipment and supplies at delivery sites. Assists students and teachers in the selection, location and use of music materials and media equipment; assists students in researching instructional materials for music use. Assists with various circulation procedures including the preparation of overdue notices, previewing materials and maintaining records of equipment loans and returns. Maintains accurate files and inventories of music instruments and materials. Maintains circulation records and prepares reports related to assigned activities. Processes music materials with appropriate property markings, jacketing, packaging and storing. Other duties as assigned.

QUALIFICATIONSKnowledge of

Methods, materials, tools and equipment common to the servicing and repair of musical instruments. Safety practices and procedures. Principles and practices in brass, woodwind,

string and percussion musical instrument repair. Operation of a variety of hand and power tools. Chemicals used in cleaning instruments. Operation of a computer and assigned software. Basic record-keeping, inventory, and report preparation techniques. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Proper lifting techniques. Health and safety regulations. Basic mathematical calculations.

#### Ability to

Perform manual labor, work safely within confined spaces. Safely and proficiently operate hand and power tools common to the trade. Proficiently play a brass, string, percussion or woodwind instrument. Understand and carry out written and oral instructions; follow diagrams, and interpret portions of plans and blueprints. Work independently to complete assigned tasks. Keep basic work records and provide simple reports. Establish and maintain cooperative and productive working relationship within the working atmosphere. Inspect and receive deliveries. Meet schedules and time lines. Assist in maintaining inventory and stocking items. Maintain and prepare routine records and reports. Operate a computer and assigned software. Understand and follow oral and written instructions. Observe legal and defensive driving practices. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Follow and assure compliance with health and sanitation requirements. Add, subtract, multiply and divide quickly and accurately. Operate delivery trucks safely and economically. Maintain specified delivery schedule in rush conditions.

#### Experience

Three years of experience in the instrument repair field or in an approved musical repair program.

#### Education

Equivalent to the completion of the twelfth grade or any combination of education and experience which would likely provide the qualification required.

#### Physical Performance Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hearing and speaking to exchange information. Dexterity of hands and fingers to dismantle and assemble instruments, operate equipment, operate a computer keyboard and a variety of equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Reaching overhead, above shoulders and horizontally. Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.

#### Licenses

Possess and maintain a valid California Driver's license.

Board Approved: January 18, 2024