

# Sweetwater Union High School District

## MUSICAL INSTRUMENT TECHNICIAN

### Purpose Statement

The job of Musical Instrument Technician is done for the purpose/s of providing skilled repairs, overhauls, adjustments and preventive maintenance services to an assigned class of musical instruments and related equipment: woodwind, brass, percussion, strings, and cases; transporting musical instruments, supplies, etc.; verifying equipment inventory; ensuring adequate materials are available to complete assignments in a timely manner.

### Essential Functions

- Assists other department personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Cleans, adjusts, and lubricates musical instruments for the purpose of ensuring correct and safe operation.
- Coordinates with instructors and staff for the purpose of completing projects/repairs efficiently.
- Diagnoses problems and/or failures in a wide variety of musical instruments (e.g. woodwind, brass, percussion, string instruments, etc.) for the purpose of identifying musical instruments that need repair or replacement.
- Compiles the District-wide 7-12 program musical instrumental needs budget in accordance with new schools, student enrollment, staff needs; monitors and maintains instrument inventory budget records; updates records with budget expenditures as needed.
- Serves as a liaison and coordinates communications between school sites, departments, divisions, and vendors concerning instruments and related budgetary matters; ensures proper and timely resolution of related issues, conflicts and discrepancies.
- Informs instructors and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with applicable regulations.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Coordinates and assists with planning the musical instrument acquisition process.
- Monitors school site budget allocations and expenditures for musical instruments materials; assists in assuring proper use of funds and correct budget allocations; prepares and processes funds in accordance with established State and District guidelines; maintains related records.
- Performs routine and preventative maintenance for the purpose of ensuring the ongoing functioning of required musical instruments.
- Prepares documentation (e.g. time and materials, specifications, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Repairs various musical instruments and/or components for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary repairs.
- Transports various items as needed and/or assigned (e.g. musical instruments, supplies, etc.) for the purpose of ensuring the availability of materials required at various sites.

**Other Functions**

- Attends meetings, trainings, etc. for the purpose of maintaining skills.
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating tools and equipment used in the repair and maintenance of musical instruments; adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices and handling hazardous materials.

KNOWLEDGE is required to perform algebra and geometry; read a variety of technical manuals and information, write documents following prescribed formats, and/or present information to others; understand complex, multi-step written and oral instructions; operate a computer and assigned software; and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, equipment, tools and materials used in musical instrument preventive maintenance and repair work; ability to diagnose and repair musical instrument equipment; and hazards and safety precautions.

ABILITY is required to schedule activities; collate data; troubleshoot problems; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; setting priorities; working with constant interruptions; and displaying mechanical aptitude in the area of musical instrument repair and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in some hazardous conditions and in a clean atmosphere.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent and three years of work experience in musical instrument repair. Certification in musical instrument repair obtained through a college/technical school is required.

**Required Testing**

Pre-employment Proficiency Test.

**Certificates & Licenses**

Valid California Driver's License/Evidence of Insurability.

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

**Operation Support Services**

Revised by BOT 7/15/13

**Salary Grade 62**