

Job Title:	Senior Instrument Repairman	Wage/Hour Status:	Hourly
Reports to:	Director Fine Arts	Pay Grade:	406
Dept./School:	Fine Arts	Date Revised:	April 19, 2021

Primary Purpose

Manage the District's musical repair shop by supervising personnel, coordinating assignments, and assisting with instrument maintenance and repair

Qualifications

Education/Certification

High School Diploma/GED
Valid Driver's License

Special Knowledge/Skills

- Must meet all requirements of the Musical Instrument Repairman
- Must exhibit leadership qualities
- Must have superior knowledge of all the functions required of those under his supervision and the equipment they use
- Must have adequate office procedural skills to plan for shop purchases of materials and equipment
- Must be able to write requests for orders
- Ability to meet deadlines with constraints

Experience

Have experience in instrumental activities and repairing

Major Responsibilities and Duties

1. Coordinate shop personnel by scheduling and monitoring assignments.
2. Evaluate, order, and purchase supplies, tools, parts, materials, and machinery for the shop.
3. Repair and maintain shop equipment.
4. Check instruments into and out of the shop to maintain instrument accountability.
5. Ensure that the shop is clean and well-ordered at all times.
6. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Junior Musical Instrument Repairmen and Musical Instrument Repairmen

Equipment Used

Special tool as applicable to position

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent sitting, continuous repetitive hand motion; occasional lifting pushing and pulling of up to 75 lbs. (piano and risers); carrying up to 50 lbs. (from workbench to shelves); occasional contact with oils or other petroleum products; occasional exposure to solvents, degreasers, pesticides, and/or herbicides; occasional exposure to gases, fumes, sprays, etc.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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