

Job Title: Musical Instrument Repairman

Wage/Hour Status: Hourly

Reports to: Director Fine Arts

Pay Grade: 404

Dept. /School: Fine Arts Department

Date Revised: August 5, 2020

Primary Purpose

Maintain and repair District-owned instruments.

Qualifications

Education/Certification

High School Diploma/GED
Valid Driver's License

Special Knowledge/Skills

- Fine motor skills, dexterity, and patience to work with very small parts and tools
- Familiarity with simple tools
- Mechanically inclined

Experience

Three (3) years' experience with instruments, tools and simple repairs

Major Responsibilities and Duties

1. Adhere to all safety regulations and procedures.
2. Repair and perform routine maintenance on musical instruments owned by the District.
3. Disassemble, replace or repair unserviceable parts, and reassemble instruments.
4. Remove dents from brass instruments.
5. Refinish instruments with lacquer or varnish.
6. Solder, silver solder, braze, sweat, and weld metal instruments.
7. Repair and restring bows.
8. Check instruments in and out to instrumental music teachers.
9. Drive the school vehicle for pick up and delivery of musical instruments, upon request.
10. Maintain records on all equipment transfers and parts inventory.
11. Keep work area and instrument storage organized.
12. Assist with District Fine Arts events to include concerts, contests, competitions and performances as assigned.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Hand tools, electrical drill presses, saws, buffers, grinders, lathes, glues, sanders, and clamps.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent standing and sitting; continuous repetitive hand motion; occasional lifting of up to 75 lbs.; occasional pushing/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, and sprays. Ability to meet deadlines with specific time constraints, and work schedule may fluctuate including weekends based on District needs.

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: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.