CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Instrument Repair Specialist
Salary Grade: 23
Salary Schedule: Classified
Department/Site: Visual and Performing Arts
Reports to: Director of Visual and Performing Arts
FLSA: Non-Exempt

Summary:

Under the general direction of the Director of Visual and Performing Arts, the Instrument Repair Specialist performs evaluation, repairs, setups, maintenance, and distribution of brass, wind, string, and percussion instruments to student musicians, and performs related work as required. This position provides the school community with support in providing a quality arts program that directly supports student learning and achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cares for and maintains tools, equipment, and shop areas.
- Communicates with other departments, students, staff, and outside agencies to exchange information, coordinate activities, and resolve issues; performs emergency instrumental repairs as requested.
- Dismantles and reassembles musical instruments; removes keys, rods, corks, pads, and valves; cleans keys, hinges, tubes, rods, and bodies of instruments; replaces and fits keys, pads, cork felts, and heads; aligns valves and straightens slides; resets bridges and repairs bows; determines salvageability of damaged instruments; creates new parts for obsolete instruments.
- Maintains inventory of parts and supplies, and orders replacement inventory when necessary.
- Maintains records, provides reports, and records work data; utilizes an online inventory management system to ensure the availability of sufficient inventory and keeps track of assets. Operates within a defined budget.
- Maintains work site and storage areas in a clean and orderly condition, protecting building occupants from work site hazards.
- May participate in or provide services for production areas beyond instrument repair, including the operation of production equipment during production.
- Performs skilled and semi-skilled work in connection with the maintenance, repair, and improvement of musical instruments and equipment, including a variety of brass, woodwind, string, and percussion instruments and cases.
- Picks up and delivers instruments to various locations.
- Provides guidance to students and staff regarding the proper operation, care, and storage of instruments; serves as a resource to district staff, students, and others regarding instruments and instrument repair.
- Removes dents; chemically cleans brass and woodwind instruments, including acid washings; polishes and buffs instruments.
- Uses standardized industry procedures.
- Sanitizes instruments after use so they can be distributed to new students.
- Supervises and schedules non-contracted staff, including students.

- Performs other related duties as assigned.

QUALIFICATIONS:

KNOWLEDGE OF: Methods, materials, tools, and equipment common to the servicing and repair of musical instruments. Safety practices and procedures. Current policies, laws, and procedures of the District. 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.

SKILLS AND ABILITIES TO: Support performance by multiple programs throughout the school year. Learn, interpret, explain, and apply knowledge of District and department organization, operations, programs, and functions. Apply independent judgment and discretion in coordination with limited facilities. Work with staff in stressful or high-pressure situations created by strict deadlines. Teach and instruct others. Ensure that safety is a priority. Proficiently play brass, string, percussion, or woodwind instrument. Build harmony among team members and convey aesthetic concepts.

EDUCATION AND EXPERIENCE REQUIRED: Requires a bachelor's degree and five years of experience in instrument repair or related experience. Additional experience may substitute for some higher education.

LICENSE(S) and CERTIFICATIONS REQUIRED: Valid current California Driver's License. Completion of a certified instrument repair program or equivalent is preferred but not required. Pass the District's applicable proficiency exam for the job class with a satisfactory score.

WORK ENVIRONMENT/ PHYSICAL DEMANDS: Work is performed indoors in a shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Stand for extended periods of time and walk up to 100 yards. Regularly lift and/or move up to 50 pounds. Lift, carry, push or pull heavy objects up to 100 pounds with assistance. Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Hand-eye coordination. Hand and finger dexterity include ability to grasp and operate shop equipment, and calibrate instruments and dials. Auditory ability to hear and discern operating levels from equipment. Near and far visual acuity to read printed materials, notice moving objects, observe work in progress, and view production displays. Speaking ability to carry on ordinary conversations.