

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: INSTRUMENT REPAIR TECHNICIAN MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and highly skilled band and orchestral instrument repair tasks and administrative work associated with repairing band instruments. Reports to the Carpentry Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs routine maintenance, repairs, completely rebuilds or overhauls the following band instruments to teacher satisfaction: clarinet, saxophone, English horn, piccolo, cornet, trombone, French horn, tuba, recording bass, sousaphone, mellophone, tom tom, marching drum carriers, piccolo xylophone, orchestra bells, vibraphone, violin, cello, string bass, viola, chimes, marimba, xylophone, tympani, bass drum, snare drum, baritone, flugelhorn, trumpet, flute, bassoon and oboe.

Manages schedules and completes repair work to ensure schools are satisfied with the timeliness and quality of work.

Receives, processes, and effects the repair of other musical instruments via contracted repairs if required.

Performs administrative duties to ensure proper receipt and accounting for all instrument repairs.

Processes invoices and work orders ensuring proper documentation and payment of contracts.

Works with the Safety Officer to comply with all OSHA and EPA requirements relating to safe work practices and handling of hazardous materials.

Request, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration .

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

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Must have considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Vocational or technical certification or diploma from two-year college or technical school, and 5 years of related experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including welding torches, drill presses, and various hand tools, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

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Language Ability: Requires the ability to read a variety of correspondence, manuals, forms, logs, etc. Requires the ability to prepare correspondence, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using various hand tools, drill presses, and welding torches.

Manual Dexterity: Requires the ability to handle a variety of items such as band instrument repair equipment. Must have above average levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the newest methods, materials and equipment employed in band and orchestra instrument repair work.

Working knowledge of the occupational hazards of band and orchestra instrument repair work and the associated safety precautions.

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Some knowledge of the administrative requirements associated with processing invoices and work orders, and monitoring contracted repair work.

Extensive skill in the use and care of a variety of hand and power tools necessary to perform a variety of band and orchestra instrument repair and reconstruction work.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to use computers and the knowledge to interpret the data.
Ability to clean instruments using solutions that are environmentally safe.

Knowledge of instrument repair specialists nationwide to subcontract work.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.