



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 71-2022/23  
DOCUMENT NO. 49-2022/23  
DATED: 04/26/23

**INSTRUMENT REPAIR SPECIALIST**

**DEPARTMENT/SITE:** Visual and Performing Arts

**SALARY SCHEDULE:** Classified

**SALARY RANGE:** 40

**WORK YEAR:** 261 Days

**REPORTS TO:** Director of Visual and Performing Arts

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

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. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Cares for and maintains tools, equipment, and shop areas.
- Communicates with other departments, students, staff, and outside agencies to exchange information, coordinates activities, and resolves issues; performs emergency repairs as requested.
- Dismantles and reassembles 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 straighten slides; resets bridges, and repairs bows; determines salvage ability 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 keep track of assets.
- Maintains work site and storage areas in a clean and orderly condition, protects building occupants from work site hazards.
- May participate in, or provides services for, production areas beyond Instrument Repair, including the operation of production equipment during productions.
- 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; serve as a resource to district staff, students, and others regarding instruments and instrument repair.

- Removes dents; chemically clean brass and woodwind instruments, including acid washings; polish and buff instruments.
- Sanitizes instruments after use so they can be distributed to new students.
- Supervises and schedules non-contracted staff, including students, as they work.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **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 the performances 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 focus
- Proficiently play a brass, string, percussion, or woodwind instrument
- Build harmony among team members and convey aesthetic concepts

## **RESPONSIBILITY:**

Responsibilities include: working under direct supervision using standardized industry procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalency.

### **EXPERIENCE REQUIRED:**

Three (3) years of experience in the instrument repair field or in an approved musical repair program.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License
- Completion of a certified instrument repair program or equivalent is preferred but not required

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

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; Lifting, carrying, pushing or pulling 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 including ability to grasp and operate shop equipment, calibration 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