



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 61-2022/23
DOCUMENT NO. 41-2022/23
DATED 03/15/2023

INSTRUMENT REPAIR ASSISTANT

DEPARTMENT/SITE: Arts Education/Site
Assigned

REPORTS TO: Instrument Repair
Specialist/Music Teacher

SALARY SCHEDULE: Supplemental-Help
SALARY RANGE: Minimum Wage Per Hour
WORK CALENDAR: Non-Contracted

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direct supervision of the Instrument Repair Specialist or Music Teacher, the Instrument Repair Assistant cleans, sanitizes, and performs routine maintenance and distribution of brass, wind, string, and percussion instruments for student musicians; assists (with significant guidance) with the evaluation, repair, and setup of instruments, 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.

- Assist with significant guidance, repairs brass, wind, stringed, and percussion instruments to working condition.
- May participate in, or provide services for, production areas beyond Instrument Repair, including the operation of production equipment during productions.
- Organizes instrument orders for delivery.
- Sanitizes instruments after use so they can be distributed to new students.
- Works within the parameters of the inventory management system to keep track of assets.
- Works with supervisors and peers to coordinate to support rehearsals and performances.
- 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:

- Tools and techniques to repair various instruments
- Personal musicianship
- Methods and problems of production, especially instrument maintenance

Instrument Repair Assistant
Updated: New
Previous update:

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MUSD BOARD APPROVED:
May 23, 2023
MOTION NO. 134-2022/23
DOCUMENT NO. 439-2022/23

- 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
- Safety practices and procedures

Skills and Abilities to:

- Support the performances by multiple programs throughout the school year
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends when required

RESPONSIBILITY:

Responsibilities include: working under direct supervision using industry standardized 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 Equivalent.

EXPERIENCE REQUIRED:

- With at least two (2) years of secondary music and ensemble participation.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License

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)

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
- Lift, carry, move weights of up to 50 pounds and push, pull, and guide materials over 50 pounds
- 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