

MUSICAL INSTRUMENT TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4031	Musical Instrument Technician	14	023	6 mo.	07/01/14	Rev.
3558	Musical Instrument Specialist	14	023	6 mo.	07/01/14	Rev.

Promotional Line: 149

Series Narrative

Employees in this series repair and maintain musical instruments (such as wind, string, brass, pianos/keyboards or percussion instruments) and related equipment and may include specialized equipment such as those used for pipe or electronic organs, etc. Employees at the upper level of the series supervise staff and/or operations.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Musical Instrument Technician

4031

Employees at this level perform major repair and maintenance of musical instruments, band instrument, pianos/keyboards and related equipment. They work under general supervision from a designated supervisor.

A Musical Instrument Technician typically –

1. performs repairs, rebuilding, regulation, tuning, and maintenance of musical instruments (this may include complete overhaul of a variety of wind instruments, rebuilding string instruments, refurbishing piano/keyboards or soldering and removing dents in brass instruments).
2. performs necessary tasks in the repair, rebuilding, and regulation of related devices and equipment (such as motors and generators of organs and electronic organs).
3. plays instruments to evaluate their sound quality and to locate any defects.
4. prepares pianos for artist's performances as required.
5. may oversee and/or train other staff, apprentices, and/or student assistants.
6. recommends and requests the acquisition of materials for needed repairs.
7. strings and polishes instruments.
8. assists in the inventory of equipment and supplies.
9. assists in the storage and distribution of materials for needed repairs.
10. performs other related duties as assigned.

Level II: Musical Instrument Specialist**3558**

Employees at this level are responsible for the repair and maintenance, inventory control, and/or security of musical instruments, band instruments, pianos/keyboards and related equipment. They work under direction from a designated administrator.

A Musical Instrument Specialist typically –

1. responsible for the repair and maintenance of musical instruments, related equipment:
 - a. establishes priorities for repair and maintenance services.
 - b. ensures that established standards are met.
 - c. requisitions and distributes needed equipment and supplies.
2. responsible for departmental staff;
 - a. establishes, schedules, and assigns work, periodic preventive maintenance procedures and similar duties.
 - b. supervises and trains lower-level technicians, apprentices, and students.
 - c. may provide training or teach courses related to musical instrument repair
3. responsible for inventory, assignment, use, and security of musical instruments and related equipment
 - a. authorizes movement of equipment and instruments for use at other locations.
 - b. maintains inventory control and other records as necessary.
 - c. maintains control of instrument locker keys.
4. advises on the purchase of instruments and equipment as requested.
5. performs repair and maintenance duties as requested.
6. performs duties consistent with the lower level of this series.
7. performs other related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Musical Instrument Technician****4031**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School Diploma, GED or equivalent.
2. Three (3) years (36 months) of work experience in the maintenance and repair of musical instruments.

**Note:* Successful completion of formal training program such as those recognized by the National Association of Professional Band Instrument Repair Technicians (NAPBIRT) or a Registered Piano Technician as recognized by the Piano Technicians Guild (PTG) or closely related program(s) that include training/education in the repair and maintenance of musical instruments may be substituted for one year of the above experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Working knowledge of a variety of musical instruments and related equipment.
2. Skill in the operation and maintenance of hand and machine shop tools.
3. Mechanical skills.
4. manual dexterity and ability with or without accommodation to move large equipment such as band instrument pianos/keyboards and other similar equipment.
5. Pitch discrimination.
6. Control precision.
7. Ability to deal effectively with the public, faculty, staff, and students.

Level II: Musical Instrument Specialist**3558**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School Diploma, GED or equivalent.
2. Five (5) years (60 months) of work experience in the maintenance and repair of musical instruments.

**Note:* Successful completion of formal training program such as those recognized by the National Association of Professional Band Instrument Repair Technicians (NAPBIRT) or a Registered Piano Technician as recognized by the Piano Technicians Guild (PTG) or closely related

program(s) that include training/education in the repair and maintenance of musical instruments may be substituted for one year of the above experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Working knowledge of a variety of musical instruments and related equipment.
2. Skill in the operation and maintenance of hand and machine shop tools.
3. Mechanical skills.
4. Manual dexterity and ability with or without accommodation to move large equipment such as band instrument pianos/keyboards and other similar equipment.
5. Pitch discrimination.
6. Supervisory ability.
7. Ability to deal effectively with the public, faculty, staff, and students.