

## MUSICAL INSTRUMENT REPAIRER

Code No.: 4-18-484

COMPETITIVE

NON-COMPETITIVE for Rochester City  
District only

School

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the minor repair and inventory of musical instruments in a school district. Supervision is not a responsibility of this class. The employee reports directly to and works under the direct supervision of the Arts and Music Director or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs minor repairs on musical instruments (excluding pianos) owned by the school district;

Develops a computerized inventory management system and maintains inventory of all musical instruments owned by the school district;

Assists with the supply and distribution of instruments by loaning instruments to and collecting instruments from teachers, students, and parents;

Maintains records of instruments that are sent to vendors for major repairs, completes related paperwork and acts as liaison between school district and vendors;

Develops and maintains a list of musical scores for future purchase by the school district;

Develops and maintains an inventory of all sheet music owned by the school district.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the techniques involved in record keeping; working knowledge of instrumental and vocal music repertoire; ability to perform minor repairs and adjustments to a large variety of musical instruments; ability to create and maintain a computerized inventory management system; ability to work with forms; ability to operate a personal computer; ability to communicate effectively orally; ability to deal with the public; resourcefulness; initiative; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus one (1) year of paid full-time or its part-time equivalent paid experience in musical instrument repair.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**ADOPTED:** June 9, 2005

Approved non-competitive for Rochester City School District on April 7, 2009 by State Civil Service Commission action.