UNIVERSITY OF SOUTHERN CALIFORNIA
Assistant Piano Technician
Job Code: 171207

Grade: I
OT Eligible: Yes
Comp Approval: 7/6/2015

JOB SUMMARY:
Assists with maintenance and minor repairs of pianos and harpsichords for the School of Music.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- --- Assists with providing specialized technical services to maintain and repair pianos and harpsichords. Inspects, tunes to specified pitch, voices, regulates and makes minor repairs with appropriate tools. Replaces worn or defective parts.

--- --- Monitors the condition of keyboard instruments in practice rooms, classrooms, studios, and various performance areas used by the School of Music. Tests components, such as keyboard, pedals, and action assembly using special tools.

--- --- Assists in providing tuning and technical support for faculty and student concerts and recitals.

--- --- Performs a variety of technical tasks, including emergency repairs and service as needed.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High school or equivalent

Minimum Experience:
3 years

Minimum Field of Expertise:
Specialized experience in piano technology.
Preferred Education:
  Bachelor's degree

Preferred Field of Expertise:
  Experience at the college or university level supporting technical needs of faculty and students. Membership in Piano Technicians Guild at the Registered Tuner-Technician level.

Skills: Administrative:
  Communicate with others to gather information
  Customer service
  Understand and apply policies and procedures

Skills: Other:
  Assessment/evaluation
  Organization
  Problem identification and resolution

Skills: Machine/Equipment:
  Harpsichord
  Piano

Skills: Trade/Auxiliary:
  Respond to emergency situations
  Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:
  May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____________________________________ Date:_____________________________
Supervisor: _____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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