UNIVERSITY OF SOUTHERN CALIFORNIA
Piano Technician
Job Code: 171209

Grade: 00
OT Eligible: Yes
Comp Approval: 8/3/2015

JOB SUMMARY:
Maintains and repairs pianos and harpsichords for the School of Music. Provides guidance, direction and training to student workers.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

—— ——— Provides specialized technical services to maintain and repair pianos and harpsichords. Inspects, tunes to specified pitch, voices, regulates and makes major repairs with appropriate tools. Replaces worn or defective parts as required. Rebuilds pianos using genuine replacement parts. Examines wooden parts for splits, warps, etc., and replaces, repairs, resurfaces and/or refinishes, as needed.

—— ——— 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.

—— ——— Provides tuning and technical support for faculty and student concerts and recitals.

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

—— ——— Provides cost estimate reports for budgeting purposes. Procures supplies as needed or assigned.

—— ——— Provides coordination of instrument moves.

—— ——— Provides guidance, direction and training to student workers. 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:

  4 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
  Coordinate work of others
  Counseling
  Customer service
  Gather data
  Prioritize different tasks
  Understand and apply policies and procedures

Skills: Other:

  Assessment/evaluation
  Organization
  Problem identification and resolution
  Teaching/training

Skills: Machine/Equipment:

  Harpsichord
  Piano

Skills: Trade/Auxiliary:

  Estimate materials costs
  Estimate materials required for specific job components
  Identify technical and equipment problems related to trade
  Lead/guidance skills
  Prepare reports and/or maintenance records
  Respond to emergency situations
  Use and/or operate various stationary machinery, hand held power tools, and/or non power tools
  Woodworking skills

Supervises: Level:

  May oversee staff, students and/or resource employees

SIGNATURES:

Employee: _______________________________  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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