JOBSUMMARY:

Maintains and makes major repairs of pianos and harpsichords used by the School of Music. May supervise and provide guidance to Piano Technicians and Assistant Piano Technicians.

JOBACCOUNTABILITIES:

*SelectE(ESSENTIAL),M(MARGINAL)orNA(NON-APPLICABLE)todeneatimportancedeachjobfunction toposition.

EMERGANCYRESONSE/RECOVERY:

Essential: No
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:**
- 5 years

**Minimum Field of Expertise:**
- Specialized, progressively responsible 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 the Piano Technicians Guild at the Registered Tuner-Technician level.

**Skills: Administrative:**
- Communicate with others to gather information
- Customer service
- Gather data
- Maintain records
- Prioritize different projects
- Research information
- Understand and apply policies and procedures

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Coaching
- Conflict resolution
- Counseling
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Staff development
- Supervisory skills
- Teaching/training

**Skills: Machine/Equipment:**
Harpsichord
Personal computer
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.
- Supervises employees who do not supervise.

Comments:

- Required to be on call seven days a week to prepare pianos and harpsichords for recitals.

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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