

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following 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.

Title: PIANO TUNER

Reports To: Designated Supervisor

UW Job Code: 5271

UW Job Family: 62 – Crafts/Trades

SOC Code: 49-9063

FLSA: Exempt

Pay Grade: 20

Date: 9-18-06

JOB PURPOSE:

Plan, schedule, and carry out the tuning and maintenance of Music Department and University keyboard instruments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Tune and maintain keyboard instruments (piano and harpsichord).
- Prepare and tune pianos and/or harpsichords for all guest artist performances.
- Prepare keyboard instruments for all faculty and student recitals during the academic year.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Consistency
- Technical/Professional Knowledge
- Work Prioritization & Management
- Quality Orientation
- Independence

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements: **Certified Piano Technician**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Concert level in tuning, regulations and voicing of pianos.
- Restringing, pinblock replacement and action block replacement.
- Work standards in the rebuilding and maintenance of pianos and related instruments.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Establish priorities and demands of high traffic department.
- Maintain and repair pianos and harpsichords.

WORKING CONDITIONS:

Indoor working environment and no unusual job hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.