



LEEK
Pipe Organ Co.

Three generations of excellence in craftsmanship and integrated technology

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Pipe Organ Technician Job Description (April 25, 2017)

Primary responsibilities

- Perform work on building, re-building, restoration, upgrades, maintenance, relocation, tuning and voicing of pipe organs and all related projects as directed.
- Safely use all tools and machinery needed in the restoration/repair process, at company workshop and customer work site.
- Tune and/or assist with tuning both at the keyboard and inside pipe organ chambers.
- Perform all maintenance related tasks for customer pipe organs, including comprehensive organ cleaning, repair, tuning, voicing etc. as directed.
- Efficiently and accurately perform assigned tasks per industry/company standards, procedures and practices.
- Notify company owner/project lead of observed problems with customer equipment/organ components.
- Take initiative to communicate alternative and innovative problem solving techniques as necessary.
- Troubleshoot breakdowns in pipe organ components at customer sites or in workshop and perform repairs as instructed.
- Work with other company staff and key holders in a cooperative and respectful manner.
- Safely, drive company vehicle as needed to customer sites, load, unload and transport customer/company property from company vehicle. Travel both locally and nationally to complete customer projects.
- Ensure that all company tools, inventory components are returned to their assigned locations at workshop after use at a repair at customer site or company premises.
- Perform regular periodic inventory of tools and components at shop.
- Clean up all work areas in shop and return tools to assigned places in bench storage daily.
- Gather and put out trash weekly and maintain general cleanliness in all areas of shop and office during and after projects.
- Accurately complete all necessary company documentation on projects, service, tuning calls as required.
- Professionally and respectfully communicate with customer staff and leadership.
- Provide daily updates to company owner/project lead via phone/text or email, when working at customer site independently.

- Take before/after/ongoing photos of restoration/tuning/rebuilding projects for recordkeeping and communications with customers or posting to website.
- Assist office staff with labeling and organizing shop project photos on company computer.
- Assist with company shop tours and other company educational/promotional programs and events as directed. Conduct shop tours independently when necessary.
- Complete required and optional ongoing training/reading to advance and update skills/knowledge of current industry best practices.
- Other duties as needed may be assigned.

Skills, Knowledge & Qualifications

- Candidate must be self-motivated and possess strong verbal/written communication, interpersonal skills and fine motor skills.
- Work will be performed at local places of worship. As a sign of respect, proper work attire and grooming is required.
- Punctuality is essential and as this type of work requires a great deal of concentration, alertness on the job is critical.
- High degree of mechanical aptitude preferred and ability to work independently.
- The candidate should know of and/or be willing to learn the safe operation of basic wood working machines, hand tools and soldering irons etc.
- This job involves careful climbing and maneuvering in small tight spaces, confined locations of the pipe organ chambers in church spires, choir lofts etc. to prevent damage to pipes and components.
- The job also involves lifting of heavy components, parts, materials, tools, etc. The candidate must be physically able to perform the above stated tasks and the ability to climb ladders to work on objects at a height.
- Strong attention to detail and the ability to work precisely and efficiently
- The candidate must have own transportation, a valid driver's license, with a good record and be able to drive to the workshop or designated meeting location. Also have an ability to drive the Company van and/or rental van regionally and nationally as needed.
- Ability to work in a team and independently based on the projects at hand. The candidate should be self-motivated and have the ability to take initiative.
- The position will call for a fair amount of independent judgment and confidentiality.
- Since the work of the company concerns music, an ideal technician would be able to play an instrument or have an appreciation of classical western music and musical instruments in general and have a sound understanding of the keyboard.
- Hands on training on industry standards, procedures and troubleshooting will be provided. Training will also involve some required independent study about pipe organs and their construction.

- AIO Certification preferred or must be willing to obtain Certification with company support.
- Candidate must be prepared to share lodging with other staff and be available for overnight or extended stays when working on a project at the customer site.
- Prior experience with tuning pipe organs preferred
- Prior experience (music industry or other) of at least three years is beneficial.
- Must have strong computer skills including MS Office suite, web, phone, text, email.
- Associates or Bachelors degree not required but preferred

Company work hours & policies

Monday through Friday 8:30 am – 5:00 pm

Candidate is expected to call and notify the owner/project lead on the cell phone and the company workshop when running late or absent or plans to take vacation. Excessive tardiness/absences may lead to docking of pay and/or termination of employment

Prior to Easter and Christmas, and other seasonal tuning periods, the Technician will be expected to work longer hours in preparation of special worship services and/or concerts. We may have emergency tunings on Good Friday and Christmas Eve. Any hours worked will be paid at you regular pay rate.

There is a possible “unpaid vacation break” during the summer and at year end as projects allow where the shop may be closed. Depending on work load, staff may be asked if they wish to work during these possible breaks. Any hours worked will be paid at you regular pay rate.

We suggest our staff plan their vacations around this time. The company will do its best to give as much advance notice as possible, however at times it may be able to provide only a short notice.

We observe the following (unpaid) public holidays: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving Day, and Christmas day.