

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Film Inspector	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	019 OTBS
REVISED:	September 3, 2002		

BASIC FUNCTION:

Inspect and repair motion picture films, film strips, film loops, sound strips, and a variety of related materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Operate an electronic film inspecting machine to examine 16mm films, 35mm film strips, 8mm film loops, soundstrips, etc., for broken sprocket holes, scratches, tears, missing pieces, and damaged leaders or trailers; repair film defects using splicer or hand tools. **E**

Check titles; splice and rewind film and repair or replace damaged film cans or reels. **E**

Assist with inventory and repairing materials in audiovisual section as needed. **E**

May make minor adjustments of inspection machine.

May type labels for film canisters and input film numbers into computer terminal.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Mechanical ability and manual dexterity.

Temperament suited to routine, repetitive work.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Electronic film inspecting machines.

Reading and writing English communication skills.

ABILITY TO:

Read, write, speak, and understand the English language.

Complete routine and repetitive work.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting, moving, and storing moderately heavy film containers.

Revised 3.30.04—PeopleSoft

Job Code 8815

PH