

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Film Inspector	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Instructional Media Center	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	025 OTBS
<b>ISSUED:</b>	February 19, 2003		

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**BASIC FUNCTION:**

Lead and participate in the work of a group of film inspectors; inspect, clean, and repair motion picture films, film loops, and a variety of related material.

**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**

Work with and lead a group of film inspectors in using electronic film inspecting machines to: examine 16mm films for broken sprocket holes, scratches, tears, missing pieces, and damaged leaders or trailers, and in repairing film defects using splicers or hand tools. **E**

Splice and rewind film. **E**

Ensure that identification numbers on film can and film leader match. **E**

Repair or replace damaged film cans or reels. **E**

Determine films to be withdrawn due to damage. **E**

Check titles and type labels. **E**

Check in returned films and file films on shelves. **E**

Operate a motion picture film cleaning machine. **E**

Schedule and distribute work load among film inspectors and train new inspectors. **E**

Use video dubbing and transfer equipment to duplicate 3/4" and 1/2" video tapes. **E**

Repair video cassettes as needed. **E**

Instruct district staff in videotape editing procedures. **E**

Ensure that copyright laws are followed. **E**

Perform maintenance and make minor repairs to film inspecting and cleaning machines and secure appropriate repair services for major repairs. **E**

Maintain inspection work area. **E**

Assist film inspectors with work-related problems. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of experience as a film inspector.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/ keyboarding certificate at net corrected speed of 25 words per minute.

Temperament suitable to routine, repetitive work.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Techniques, materials, and equipment used in inspecting, repairing, cleaning, and storing of film.

Reading and writing English communication skills.

**ABILITY TO:**

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

Operate electronic film inspecting machines and video dubbing, duplicating, and editing equipment.

Rapidly learn to operate a film cleaning machine.

Train, direct, and lead the work of film inspectors.

Perform basic arithmetic computations and numerical filing.

Typing/keyboard at net corrected speed of 25 words per minute.

Plan and organize work to meet schedules and time lines.

Establish and maintain effective working relationships with others.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office or warehouse environment.

**PHYSICAL REQUIREMENTS:**

Manual dexterity and good vision; hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting, moving, and storing moderately heavy film containers.

Revised 4.2.04—PeopleSoft

Job Code 8817

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