

FILM INSPECTOR, 6143

Summary of Duties : Inspects motion picture film for damage using mechanical and electronic inspection equipment; repairs film and replaces damaged footage; processes new film for service; and does related work.

Distinguishing Features : A Film Inspector is responsible for the processing, inspection, repair, maintenance, and disposal of motion picture film. An employee in this class uses electronic inspection equipment and cleaning chemicals and must be aware of potential hazards in their use. A Film Inspector follows well established, routine procedures. An employee in this class receives general supervision and exercises limited independent judgment. Difficult questions or problems are referred to supervisors.

Examples of Duties : Inspects films for damage such as broken leaders, broken film, torn sprocket holes, and perforation marks; uses electronic and mechanical equipment such as a film inspector, film rewind, film projector, and splicer; makes repairs to damaged film including splicing replacement footage or removing footage to assure visual and sound continuity; cleans and maintains films; trains and supervises part-time employees in the more routine inspection and repair activities; and files films in racks;

Inspects film cans for condition and proper labeling; inspects film reels; maintains a card file of film condition; serves as projectionist for the central library; maintains and makes minor repairs to inspection and projection equipment; maintains an inventory of inspection and repair supplies; coordinates the work with the film circulation staff; sets up sound equipment for meetings at the central library; arranges for new films to be "permafilmed"; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of film inspection, cleaning, and repair materials, methods, techniques, and procedures; a working knowledge of film projection equipment and speaker systems; a general knowledge of methods to repair minor mechanical problems of projectors and record players; the ability to work independently and safely without close supervision; the ability to operate routine audio visual equipment; the ability to maintain simple filing systems and records; and the ability to deal tactfully and effectively with other employees.

One year of experience in inspecting, splicing, and repairing 16mm motion picture films using hand and electronic inspection methods, and cleaning equipment is required.

Physical Requirements : Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand and finger dexterity with both hands involved in activities such as operating a film inspecting machine; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of this position shall be.