

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Assistant Foreman Cabinet Shop

**Pay Table:** Support

**Pay Grade:** 13

**FLSA Status:** TBD

**Job Code:** 614

**Reports to:** Cabinet Shop Foreman

### **JOB SUMMARY**

Under the general supervision of the cabinet shop foreman, the cabinet shop assistant foreman assigns work and assists with cabinetmaking, orders job-related materials, and schedules deliveries.

### **ESSENTIAL JOB FUNCTIONS**

- Completes price information forms for job-related materials.
- Assists Cabinet Shop Foreman in checking job sheets to determine repair or maintenance needs.
- Obtains specifications and designs cabinet layout.
- Constructs and installs cabinets.
- Schedules material and cabinet delivery.
- Takes on additional supervisory duties in the foreman's absence or as assigned by the foreman.
- Orders specialty material and hardware.
- Receives materials as assigned.
- Figures materials needed for summer shop projects.
- May assist with inventories.
- May assist with loading and unloading of carpet.
- May assist with annual ordering of lumber.

### **MINIMUM REQUIREMENTS**

- Seven (7) to ten (10) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- High School diploma or equivalent.
- Driver's license.
- Journeyman certificate preferred.
- Completion of formal apprenticeship or comparable training preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write and perform basic mathematical calculations.
- Knowledge of cabinet layout and field measuring.
- Thorough knowledge of wood-working materials and supplies (woods, adhesives, solvents, etc.).
- Knowledge of safety rules and regulations.
- Skill in the use of power and hand tools.
- Knowledge of available hardware.
- Ability to work effectively with people.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to prepare or process purchase orders.
- Ability to maintain inventory and property.
- Ability to make budget recommendations and manage department budget.
- Ability to use small office equipment and computers.
- Ability to use or repair small and medium equipment and machinery.

**PHYSICAL DEMANDS**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

*The Davis School District has the right to revise this position description at any time.*