

## 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:** Cabinet Maker  
**Pay Table:** Support  
**Pay Grade:** 12  
**FLSA Status:** TBD  
**Job Code:** 677  
**Reports to:** Cabinet Shop Foreman

### **JOB SUMMARY**

Under general supervision of the Cabinet Shop Foreman, the Cabinet Maker designs, constructs, installs and repairs furniture and cabinetry.

### **ESSENTIAL JOB FUNCTIONS**

- Discusses job requirements with teachers, principals, custodians, administrators, etc.
- Designs cabinet layouts. Measures and determines material requirements. Completes cutting list.
- Constructs cabinetry and furniture (i.e., cuts plywood, mills rough lumber, sands products, installs hardware, applies laminates, applies edges, routes parts).
- Drives truck and delivers finished projects.
- Installs and repairs constructed cabinetry, countertops and furniture.
- Calculates and orders necessary materials.
- Completes bill of materials (includes materials used on job and time required).
- Maintains and repairs machinery used in construction and installation of furniture and cabinetry.
- Assists with demolition and cleaning, as needed.
- May assist foreman in running high school summer shops.
- May assist with inventories.
- May assist Cabinet Shop Foreman in reviewing job sheets to determine repair or maintenance requirements.
- Receives materials as assigned.
- May assist with loading and unloading of carpet.
- Schedules material and cabinet delivery.
- May assist with annual ordering of lumber.
- May be assigned supervisory (assistant foreman) responsibilities as required by number of unit employees.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- Completion of formal apprenticeship or comparable training preferred.
- Five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Journeyman certificate preferred.
- Driver's license.

### **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 maintain inventory and property.
- Ability to use small office equipment, computers and small/light equipment.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 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, feeling, 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 a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

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