

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: Foreman – Cabinet Shop

Pay Table: Support

Pay Grade: 17

FLSA Status: TBD

Job Code: 606

Reports to: Maintenance Coordinator

JOB SUMMARY

Under the direction of the Maintenance Coordinator, the Foreman – Cabinet Shop oversees all new cabinet and millwork projects and cabinet-related repairs and supervises the cabinet shop employees.

ESSENTIAL JOB FUNCTIONS

- Schedules, assigns and prioritizes all cabinet shop work.
- Prepares cost estimates.
- Purchases cabinet materials
- Prepares and submits bids for cabinet jobs.
- Communicates with principals and others to discuss cabinet requirements.
- Draws plans (office remodels, computer lab layouts, miscellaneous cabinets, etc.).
- Oversees inventories and orders materials for the shop.
- Tracks labor and material costs on special projects.
- Supervises cabinet shop employees.
- Performs evaluations and performance reviews.
- Coordinates cabinet-making work of instructors and students.
- Coordinates with other school district departments.
- Performs cabinet repairs.
- May work with private contractors on a variety of different jobs to ensure that school district specifications are met.

MINIMUM REQUIREMENTS

- Formal apprenticeship preferred.
- 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.
- Driver's License.
- Journeyman certificate preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and perform basic mathematical functions.
- Extensive knowledge of cabinet making.
- Excellent woodworking skills.
- Ability to prioritize and schedule projects and to effectively supervise people.
- Ability to create/design cabinet plans.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to prepare or process purchase orders.
- Ability to maintain inventory and property.
- Ability to use small office equipment and computers.
- Ability to use highly technical computer applications.
- Ability to use or repair small equipment.

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: crawling, feeling, 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.