

MAINTENANCE CABINETMAKER

Series Specification
Maintenance Cabinetmaker
Lead Maintenance Cabinetmaker

DEFINITION

Under supervision of assigned supervisor/manager, this series specification describes two classes used to perform, plan and oversee skilled cabinetmaking and finish carpentry work.

LEVEL DESCRIPTIONS

Maintenance Cabinetmaker: The journey-level class of the series. Incumbents, under the oversight of the Lead Maintenance Cabinetmaker, perform skilled cabinetmaker work.

Lead Maintenance Cabinetmaker: The lead level class of this series. In addition to the duties of the Maintenance Cabinetmaker, the Lead Maintenance Cabinetmaker assigns and reviews work of skilled cabinetmakers.

TYPICAL DUTIES

Incumbents repair cabinets, laminate and solid surfaces, and remodel existing cabinets; layout and construct new cabinets; operate mill machinery, power and hand tools; build display cases, reception counters and office work stations; maintain and build classroom and laboratory casework; install and maintain cabinet hardware; perform maintenance tasks, rough and finish carpentry involving alterations and remodels; interpret shop drawings and blueprints; estimate materials and maintain inventory; obtain quotes from vendors on equipment, repairs or services to be contracted out, and schedule and monitor the installation of these services; manage/prioritize work orders; operate a forklift in loading and unloading material; coordinate the work of skilled craftworkers on assigned projects. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Maintenance Cabinetmaker

None.

Completion of a formal apprenticeship program in cabinetry, plus two years of experience as a journey-level cabinetmaker; **OR**, six years of experience as a journey-level cabinetmaker.

Lead Maintenance Cabinetmaker

One year of experience in the Los Rios Community College District as a Maintenance Cabinetmaker.

Meet the requirements as a Maintenance Cabinetmaker, plus two additional years of experience as a journey-level cabinetmaker.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Within six months of hire, obtain and maintain a valid forklift operator certificate. Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Both Levels: Qualities and properties of various woods, wood fiber products, plastics, paneling laminates, and their adaptability and use in specific situations; mechanical drawing, software and blueprint reading; accepted carpentry methods; cabinet layout, cutout and construction; safe operation, maintenance and calibration of cabinet shop power equipment, electric power tools, and hand tools; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

Lead Maintenance Cabinetmaker: Basic principles of leadership, oversight and training.

ABILITY TO

Both Levels: Perform the essential functions of the position; safely use and maintain machinery and tools of the cabinet and carpentry trades; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

Lead Maintenance Cabinetmaker: Effectively train, assign and oversee the work of others; oversee the proper use of personal protective gear and workplace safety; work with minimal direct supervision.

Physical and Environment Factors: Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; exposure to dust and allergens; work around loud machinery, noise and/or pronounced vibration; regularly work with or exposed to hazardous materials such as oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects up to 50 pounds, with or without assistance, from floor level to above shoulder level; climb and descend 8 to 16 foot ladders and/or stairs with heavy objects, with or without assistance; work on multiple surfaces more than 12 feet above ground level; work on wet, slippery and icy surfaces; wear personal protective and safety equipment when appropriate and/or required, including a respirator; operate and manipulate hand, electric and all types of structural tools and equipment; exposure to sharp blades from tools and equipment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.