



JOB DESCRIPTION
Cabinet Maker - Maintenance

JOB DESCRIPTION:

The Cabinet Maker under the direct supervision of the Director of Maintenance, constructs and repairs projects that require in-house cabinetmaker/carpentry skills.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High school diploma or GED
- A minimum of four years experience as a finish carpenter and/or cabinetmaker
- Valid Texas Drivers License, insurable with Judson ISD insurance carrier, and a good driving record

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of carpentry hand and power tools, their safe operation, capabilities and limitations
- Ability to follow written and verbal instruction
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations
- Ability to work independently
- Ability to prepare a bill of material or estimate repair reports.

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and Procedures and follows all safety procedures.
2. Coordinates scheduled day to day activities which require cabinetmaker or finish carpentry skills.
3. Performs necessary tasks in completing assigned work orders and insures required tools, equipment, and materials are available.
4. Constructs a sundry of items as needed in the district.
5. Makes all repairs of district property as required.
6. Is able to read and follow drawings for construction projects.
7. Prepares a bill of materials to construct or repair district carpentry jobs (estimates).
8. Is responsible for proper maintenance of all carpentry tools assigned to him.
9. Completes required paperwork for daily time logs, work orders and equipment repair requests.
10. Performs overtime as required and authorized.
11. Keeps all materials stored in a neat and orderly manner.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, reason, understand verbal instructions, differentiate, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, push, pull, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, and drive pick up or tractor within district.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck or van.

Manual Trades Pay Grade: 6

Salary Range: \$12.27 min./ \$15.34 mid./ \$18.40 max.

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 3, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.