

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CABINET MAKER

SALARY SCHEDULE: SSP11

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in use of simple and complex tools and equipment needed to accomplish tasks.
- (3) Possess a valid State of Florida Driver's License.
- (4) Strong math skills demonstrated by passing basic math aptitude test.
- (5) Physical strength and stamina to fulfill job requirements.
- (6) **SSP-8** No experience in carpentry or cabinet making.
SSP-9 Minimum of one (1) year experience in carpentry or cabinet making.
SSP-10 Minimum of two (2) years' experience in carpentry or cabinet making.
SSP-11 Minimum of three (3) years' experience in cabinet making or (2) years' carpentry and (1) year cabinet making.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill to read blueprints and other construction documents. Ability to design cabinetry appropriate to site locations. Ability to maintain positive interactions with site personnel. Ability to measure and cut materials using the metric system. Knowledge of purchasing process. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing. Will be required to demonstrate evidence of skill and knowledge at each level.

REPORTS TO:

Assistant Director of Facilities Maintenance

JOB GOAL

To provide for the construction, repair and replacement of cabinets as required by the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Meet with site personnel to discuss and design projects.
- * (2) Ascertain that construction and installation of cabinetry meets all state, federal and local standards.
- * (3) Design, manufacture and assemble cabinetry to meet highest standards for durability and aesthetic value.
- * (4) Coordinate with other trades to complete the projects; i.e., electrical, plumbing, and others.
- * (5) Requisition and purchase supplies and materials necessary to complete projects.
- * (6) Operate hand and power tools necessary to complete projects.
- * (7) Load, transport and install cabinets at the appropriate sites.
- * (8) Complete appropriate forms indicating completion of the projects, including costs, materials and hours spent on the projects.
- * (9) Utilize appropriate machinery necessary to complete cabinetry.
- * (10) Estimate cost of projects, including materials and labor costs.

CABINET MAKER (Continued)

- *(11) Select and install appropriate hardware for projects.
- *(12) Repair and maintain cabinetry throughout the District.
- *(13) Assist the customers in defining and creating a solution to their specific needs.
- *(14) Keep abreast of the latest materials and equipment available.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.
- *(16) Provide for a safe and secure workplace.
- *(17) Model and maintain high ethical standards.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain confidentiality regarding school matters.
- *(20) Maintain positive relationships with staff and vendors.
- *(21) Participate in workshops and training sessions as required.
- *(22) Communicate effectively with staff and vendors.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Follow all School Board policies, rules and regulations.
- *(27) Exhibit interpersonal skills to work as an effective team member.
- *(28) Demonstrate support for the School District and its goals and priorities.
- *(29) Sustained focus and attention to detail for extended periods of time.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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 as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities