Cabinetmaker

Job Code: 179120

Grade:  I
OT Eligible:  Yes
Comp Approval:  3/4/2004

JOB SUMMARY:
Constructs, plans, installs, repairs and/or modifies custom cabinetwork such as building fixtures, office equipment, and various furniture. May be responsible for the design of the wood articles. May be required to do other carpentry duties such as metal stud framing, drywall hanging, installation of doors and frames, etc. Operates a variety of machinery involved in the cutting, shaping, and assembling of these items. Performs work assignments based on rough sketches, oral instructions, blueprints, and/or detailed instructions.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
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<td>Designs, plans, constructs, and/or installs a variety of wooden components (such as cabinetry) as requested. Installs hardware such as hinges, catches, and drawer pulls. Installs glass and wooden office partitions as required. Repairs furniture, fixtures, and equipment as needed. Checks completed work for adherence to designated dimensions and specifications.</td>
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<td>Sets up and operates a variety of woodworking machines and uses various handtools such as power saws, jointers, mortisers, tenoners, molders, shapers, clamping machines, sanders, and scrapers to fabricate and repair cabinets and furniture.</td>
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<td>Studies blueprints or drawings of articles to be constructed or repaired, plans the sequence of cutting or shaping operations to be performed, and determines job requirements.</td>
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<td>Measures required quantities of materials needed for projects. Selects material and cuts stock size.</td>
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<td>Marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications.</td>
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<td>Matches materials for color, grain, or texture.</td>
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<td>Glues, fits, and clamps parts and subassemblies together to form complete units. Reinforces joints.</td>
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<td>Prepares surfaces and joints for finishing.</td>
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<td>Finishes articles with protective or decorative materials such as veneers, stains, laminates, varnishes, and/or paints.</td>
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<td>Consults with various University personnel to determine exact needs of projects before designing and constructing projects.</td>
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<td>Maintains woodworking machines and handtools. Makes bits and tools, sharpens, saw and grind knives and bits.</td>
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<td>Maintains a clean, safe and well-organized facility and work area. Cleans workshop or work area (e.g., sweeping and vacuuming sawdust).</td>
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<td>Tracks expenses and orders supplies when needed.</td>
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Keeps time and material records.

Reviews building codes.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No [ ] Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:

High School Diploma or equivalent and completion of four year apprenticeship program

Minimum Experience:

2 Years

Minimum Field of Expertise:

Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional two years minimum experience must be as a journeyman. Knowledge of design, construction, and repair of carpentry and cabinetry related work assignments. Understanding of standard methods and materials used in carpentry and cabinetry. Knowledge of a variety of handtools and machinery used in cabinmaking. Basic knowledge of building codes and regulations.

Preferred Education:

Related Undergraduate Study

Preferred Experience:

3 Years

Preferred Field of Expertise:

Apprenticeship or completion of technical school preferred.

Skills: Other:

Communication -- written and oral skills

Skills: Machine:

Calculator
Handheld power tools and non power tools
Personal Computer
Shop/construction machinery

Skills: Trade/Auxiliary:

Adapt schema of desired article
Basic machinery maintenance
Calculate measurements
Create or follow specifications and drawings
Estimate materials costs
Handle and move objects
Inspect and evaluate the quality of products
Install equipment, machines, or wiring to meet specifications
Install finished projects
Maintain records, logs, etc.
Make layouts and patterns
Monitor events, materials and/or surroundings
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Read, write, and follow verbal instructions
Transform plans into a completed product
Understand and apply policies and procedures
Use and/or operate various metal welding and burning tools and equipment
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools
Use basic mathematics to solve problems
Woodworking skills

Comments:

May drive electric vehicles. Needs valid state driver’s license. Requires manual dexterity and physical strength. Requires constantly walking, standing, stooping, kneeling, and bending. Must have the ability to lift and carry 50 lbs. Completed work is inspected for conformance to plans and specifications and to Woodworking Institute of California (WIC) standards.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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