Killeen Independent School District
Job Description

Job Title: Lead Cabinetmaker
Department: Facilities Services
Reports To: Coordinator for Construction Services
FLSA Status: Non-exempt

SUMMARY
Supervises and coordinates activities of workers engaged in the construction, finishing, installation, and repair of cabinets and casework.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Examines blueprints to determine dimensions of structure.

Lays out cabinets and casework.

Selects materials such as lumber, prefabricated doors, and laminate, and inspects them to ensure conformance with provisions of building code and local ordinance.

Determines sequence of activities concerned with fabrication, assembly, finishing, installation, and repair of cabinets and casework.

Assigns workers to such tasks as cutting material to size, building, finishing, installation, and repairing of cabinets and casework.

Makes cost estimates.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Establishes or adjusts work procedures to meet production schedules.

Recommends measures to improve production methods, equipment performance, and quality of product.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Estimates, requisitions, and inspects materials.

Sets up and maintains machines and equipment.

Inspects machines and equipment for safety and efficiency.

Follows all applicable safety codes and standards.
Performs activities of workers supervised.

Responds to emergency situations outside of normal working hours as required.

Performs other duties as may be assigned by the Coordinator for Construction Services.

**SUPERVISORY RESPONSIBILITIES**
Directly supervises two subordinates in Facilities Services. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable procedures. Responsibilities include training employees; planning, assigning, and directing work, appraising performance, addressing complaints, and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
High school diploma or GED and a minimum of five years experience in the cabinetry trade. Previous supervisory experience or demonstrate the ability to supervise.

**LANGUAGE SKILLS**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**
Ability to read and understand diagrams and blueprints.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Possess current Texas drivers license.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific
vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Auxiliary Personnel Specialist  
Prepared Date: November 28, 2005

Updated By: John Paradice, Coordinator for Auxiliary Personnel  
Prepared Date: December 2, 2009

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 that may be required.