

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Millshop Worker/Cabinet Maker **Job Code:** 81044
Job Classification: 17 Skilled Craft Workers **EEO Line:** 53
Job Class Category: Educational Support Personnel **Job Description Supplement Code:** 2
Reports to: Director, Maintenance Department **Salary Locator:** Classified Schedule

SUMMARY:

This is a non-supervisory position in which the employee is responsible for producing high quality finish work in the construction, repair, and assembly of cabinets, shelves, furniture, doors, and other wooden structures.

QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Knowledge of all phases of woodworking shop and the proper operation of the machinery used
- (4) Experience in a woodworking mill or cabinet shop
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Thorough knowledge of the practices and procedures of the methods, materials and tools used in the mill-working trade.
- (4) Knowledge of arithmetic, algebra, geometry and their applications.
- (5) Knowledge of design techniques and carpentry tools.
- (6) Skill to build cabinets from blueprints and schematics.
- (7) Skill to build required items including specialty furniture.
- (8) Ability to operate required equipment in a safe and responsible manner
- (9) Effective verbal, listening, communication and time management skills.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Perform administrative duties such as requisitioning materials and supplies and keeping a log of work order requests and completions.
- (3) Construct and install cabinets, shelves and specialty furniture for District facilities
- (4) Construct and install whiteboards and bulletin boards
- (5) Repair various types of furniture
- (6) Operate CNC sign machine to produce American Disability Act signs
- (7) Assist other tradesmen or perform carpentry duties in conjunction with other trades
- (8) Follow established safety rules and regulations and maintain a safe and clean working environment.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

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.

Must pass yearly health physical due to use of respirator in finishing process.

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005

Amended: May 20, 2014