

**Job Title:** Maintenance Senior Cabinetmaker

**Wage/Hour Status:** Hourly

**Reports to:** Foreman, Cabinet Shop

**Pay Grade:** 406

**Dept./School:** Maintenance

**Date Revised:** September 26, 2023

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**Primary Purpose**

Oversee the design, development, and installation of structural woodwork for schools throughout the district.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Valid Driver's License

**Special Knowledge/Skills**

- Ability to communicate effectively
- Ability to read rule to 1/32 inch, add and subtract simple fractions
- Ability to interpret simple layouts, calculate material requirements
- Knowledge of carpenter's hand and power tools
- Ability to work independently
- Strong communication and interpersonal skills

**Experience**

Three (3) years' experience as a carpenter

Three (3) years' experience as cabinetmaker helper or two (2) years' experience as cabinetmaker helper with EPISD

**Major Responsibilities and Duties**

1. Assist in the supervision of the cabinetmakers and carpenters in the shop and in the schools.
2. Design, instruct, and direct the construction of special shop-built items.
3. Construct and repair a wide variety of classroom furniture such as bookcases, sliding door cabinets, closets, and tables.
4. Trim component parts of joints to make them fit.
5. Sand and scrape surfaces and joints of articles to prepare them for finishing.
6. Provide preventive maintenance and care for hand and power tools and equipment.
7. Set up woodworking machinery for multi-unit production.
8. Coordinate schedule of carpentry assignments based on priority and personnel availability.
9. Order, purchase, and receive materials necessary to complete scheduled jobs.
10. Inspect completed assignments and ensure that specifications are met.
11. Report progress on assignments and projects to ensure performance efficiency.
12. Operate tools and equipment according to established safety procedures.
13. Ensure that equipment is in safe operating condition.
14. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
15. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
16. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise Cabinetmakers, Carpenters, Trade Assistants, Furniture Refinisher, and Cabinetmaker Repairmen, and Painters.

**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.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals. Must be able to lift 45 pounds and over. Frequent districtwide travel.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.