Georgia State University

Job Specification

Job Title: Cabinet Maker, Senior

BCAT Code: 091U01  Effective Date: July 17, 2013
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: November 1, 2014

General Description
Serves as the lead person in the cabinet shop. Assists the Foreman in coordinating cabinet building projects and communicates with customers on the project.

Examples of Duties
- Fabricates and installs countertops, shelving, trim, and molding.
- Builds and repairs all types of furniture, such as cabinets, tables, shelves, desks, bookcases, bulletin boards, chairs and other wooden equipment.
- Lays out material, machinery and assembly.
- Repairs and cleans furniture for refurnishing, such as the fabrication of new parts and finish removal.
- Builds and repairs windows.
- Operates various types of machinery, such as mortisers, shapers, ripsaw, joiner, planner, bandsaws and related equipment.
- Serves as the lead worker in the cabinet shop.
- Coordinates the work schedule with the Foreman.
- Prepares project reports; inspects equipment and tools; conducts safety checks in the shop.
- Communicates verbally and in writing with customers and supervisors.
- Reads plans, blueprints, and shop sketches; determines accurately the work to be performed and required resources.
- Completes and submits all required project documentation for processing as required; maintains the required records and logs.
- Uses and maintains tools, materials, and equipment in secure, safe, clean, and orderly manner.
- Performs other related duties as assigned.
- Serves as a lead worker.

Knowledge, Skills and Abilities
- Knowledge of safety practices and procedures within the area of assignment.
- Knowledge of equipment and tools used in fabricating and repairing furniture and cabinets.
- Knowledge of computer applications relating to the area of assignment.
- Skilled to use the tools properly in the repair and fabrication of furniture.
- Ability to read and interpret prints, drawings, and schematics.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
High school diploma or GED and six years of related experience; or a technical or vocational degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section