




University System of Maryland Job Class Specification

TITLE: CABINETMAKER
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: U-517011

JOB CODE: N11CBU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor's Designee:  **EFFECTIVE DATE: 09/01/2007**
James Sansbury, Associate VC Financial Affairs/Human Resources

JOB SUMMARY

Under general supervision, performs cabinetmaking work at the journey level. Builds and designs cabinets, furniture and special projects according to customer specifications.

PRIMARY DUTIES

1. Builds, designs or repairs wooden items; draws and sketches articles to show perspective, selects appropriate wood, finishes and paints items. Performs general carpentry work, repairs items requiring woodworking, fitting and finishing.
2. Sets up and operates variety of woodworking machines and uses various handtools to fabricate and repair wooden cabinets and high grade furniture.
3. Reads and interprets blueprints, specifications or rough sketches and constructs, repairs, or installs items according to design specifications.
4. Prepares estimates of time, labor and materials. Prepares reports to reflect daily operations and project status.
5. Operates and maintains tools and equipment of the cabinetmaking and carpentry trade. Cleans work area upon completion of project.
6. Provides guidance and training in cabinetmaking or carpentry to other maintenance personnel. May have lead responsibility for special projects.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE: Four years progressively responsible experience in the cabinetmaking trade.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the methods and techniques used in cabinetmaking; of the kinds wood used in cabinetmaking and their qualities and characteristics. Thorough knowledge of and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, and proportions; of OSHA regulations related to the cabinetmaking trade. Skill in the use and maintenance of the tools and equipment of the cabinetmaking trade; in finishing wooden articles by sanding, staining, and painting. Ability to read, interpret, and work from blueprints, drawings and specifications; to draw and sketch assigned projects items; to prepare summaries and reports; to communicate effectively; to work in, on, around, over and under fixed equipment and machinery; to work at heights up to 35 feet; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.