SEMINOLE COUNTY PUBLIC SCHOOLS
Job Description

MAINTENANCE MECHANIC, Cabinetmaker

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable experience as a millwright in finish carpentry and cabinetmaking or three (3) years of verifiable experience accompanied with an approved vocational certification.
- Florida class "D" or "E" driver's license required upon start date.
- Ability to read and comprehend construction millwork drawings and details.
- Ability to perform the essential physical job functions/responsibilities of this position.
- Knowledge of technology as related to specific job functions.

REPORTS TO Division Supervisor   **SUPERVISES** No supervisory duties

POSITION GOAL

To provide cabinet and millwright repair and maintenance services to ensure District facilities are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. * Construct and repair laminate and wood casework, shelving and various types of furniture.
2. * Instruct others in skills of cabinetmaking.
3. * Properly apply finish coats of paints, laminates, veneer or finishes to cabinets.
4. * Accurately and promptly document labor hours and materials expended on assigned tasks
5. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
6. * Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
7. * Assist in the design of millwork requirements on projects and verifying the performance of work completed under purchase order contracts
8. * Assist in estimating and planning maintenance and construction millwork projects.
9. * Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
10. * Maintain accountability and inventory for assigned tools and equipment.
11. Perform other duties as assigned by the Division Supervisor.

Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	**Multiple**	Function	**Vary**	2 **Very Heavy Work**	**April 8, 1997**
D-06 **$34,401 - $61,091**	Personnel Category	**17**	Survey Code	**81044**	3 **B through V**	
M-**12** D-**258** H-**2064**	EEO-5 Line	**53**	Job Code	**1639**	4 **C, E through K**	