



## JOB INFORMATION

|                   |  |
|-------------------|--|
| Job Code:         | 179120                                 |
| Job Title:        | Cabinetmaker                           |
| FLSA Status:      | Non-Exempt                             |
| Supervisory:      |  |
| Job Family:       | Trades/Maintenance                     |
| Job Family Group: | Facilities Management and Construction |
| Management Level: | 7 Individual Contributor               |

## JOB SUMMARY

Constructs, plans, installs, repairs and/or modifies custom cabinetwork such as building fixtures, office equipment, and various furniture. May be responsible for the design of the wood articles. May be required to do other carpentry duties such as metal stud framing, drywall hanging, installation of doors and frames, etc. Operates a variety of machinery involved in the cutting, shaping, and assembling of these items. Performs work assignments based on rough sketches, oral instructions, blueprints, and/or detailed instructions.

## JOB QUALIFICATIONS:

### Education

| Req | Pref | Degree                                       | Field of Study | And |
|-----|------|--|----------------|-----|
| X   |      | High school or equivalent                    |                |     |
| X   |      | Apprenticeship Program (4 year - Completion) |                |     |
|     | X    | Related undergraduate study                  |                |     |

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X   |      | 2 years         |                  |
|     | X    | 3 years         |                  |

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

| Req | Pref | Functional Skills   |
|-----|------|---|
| X   |      | Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. |

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills  |
|-----|------|--|
| X   |      | Additional two years minimum experience must be as a journeyman.                                   |
| X   |      | Knowledge of design, construction, and repair of carpentry and cabinetry related work assignments. |
| X   |      | Understanding of standard methods and materials used in carpentry and cabinetry.                   |
| X   |      | Knowledge of a variety of handtools and machinery used in cabinetmaking.                           |
| X   |      | Basic knowledge of building codes and regulations.   |
|     | X    | Apprenticeship or completion of technical school preferred.  |

## Other Job Factors

|   |
|---|
| • May drive electric vehicles.  |
| • Needs valid state driver's license.   |
| • Requires manual dexterity and physical strength.  |
| • Requires constantly walking, standing, stooping, kneeling, and bending.   |
| • Must have the ability to lift and carry 50 lbs.   |
| • Completed work is inspected for conformance to plans and specifications and to Woodworking Institute of California (WIC) standards. |

## JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Designs, plans, constructs, and/or installs a variety of wooden components (such as cabinetry) as requested. Installs hardware such as hinges, catches, and drawer pulls. Installs glass and wooden office partitions as required. Repairs furniture, fixtures, and equipment as needed. Checks completed work for adherence to designated dimensions and specifications. |        |           |          |     |
| Sets up and operates a variety of woodworking machines and uses various handtools such as power saws, jointers, mortisers, tenoners, molders, shapers, clamping machines, sanders, and scrapers to fabricate and repair cabinets and furniture.   |        |           |          |     |
| Studies blueprints or drawings of articles to be constructed or repaired, plans the sequence of cutting or shaping operations to be performed, and determines job requirements.   |        |           |          |     |
| Measures required quantities of materials needed for projects. Selects material and cuts stock size.  |        |           |          |     |
| Marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications.  |        |           |          |     |
| Matches materials for color, grain, or texture.   |        |           |          |     |
| Glues, fits, and clamps parts and subassemblies together to form complete units. Reinforces joints.   |        |           |          |     |
| Prepares surfaces and joints for finishing.   |        |           |          |     |
| Finishes articles with protective or decorative materials such as veneers, stains, laminates, varnishes, and/or paints.   |        |           |          |     |
| Consults with various University personnel to determine exact needs of projects before designing and constructing projects.   |        |           |          |     |
| Maintains woodworking machines and handtools. Makes bits and tools, sharpens, saw and grind knives and bits.  |        |           |          |     |
| Maintains a clean, safe and well-organized facility and work area. Cleans workshop or work area (e.g., sweeping and vacuuming sawdust).   |        |           |          |     |
| Tracks expenses and orders supplies when needed.  |        |           |          |     |
| Keeps time and material records.  |        |           |          |     |
| Reviews building codes.   |        |           |          |     |

## Other Requirements

| <i>Essential:</i>  | <i>Emergency Response/Recovery</i>   | <i>Essential:</i> | <i>Mandated Reporter</i>  |
|--|--|-------------------|---|
|  | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |                   | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| <i>Campus Security Authority (CSA)</i>   |  |                   | <i>Essential:</i>   |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |  |                   | No  |

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.