## Maintenance: Cabinet Shop Assistant

**Reports to:** Cabinet Shop Supervisor  
**Supervises:** None  
**Term of Employment:** 12 months  
**Salary:** Cabinet Shop Assistant - 61  
**FLSA Exempt/Non-Exempt:** Non-Exempt

### Qualifications:
- Graduation from high school or equivalency  
- Considerable experience in cabinet design, construction, and installation; general knowledge of the use and maintenance of shop equipment  
- Valid North Carolina driver’s license

### Essential Job Functions:
- Performs skilled and semi-skilled work in the design, construction, and installation of cabinets for school facilities  
- Utilizes blueprints and on-site measurements to properly size cabinets  
- Assists in the fabrication and construction of cabinet work orders  
- Assists in the removal and installation of cabinets  
- Assists in spray jobs and finish processes  
- Maintains shop equipment, machines and shop cleanliness  
- Responds to special requests or problems that may arise such as furniture modification, picture hanging, etc.  
- Provides assistance to other crews as needed  
- Responds to after hours emergencies as requested  
- Performs other duties and responsibilities as assigned by supervisor
**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **heavy physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm’s length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment