

CABINET/FURNITURE MAINTENANCE SUPERVISOR

Definition

Supervises the full range of furniture and cabinetry tasks required to construct, repair, refinish, install and/or upholster furniture, equipment, and cabinets; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Is responsible for the day-to-day supervision, scheduling, and operation of furniture and cabinetry construction, maintenance, and repair services, abiding by established policies, plans, methods, procedures, deadlines, and priorities; plans and assumes responsibility for the efficient, timely, and economical accomplishment of assigned work and evaluation of staff; sets priorities, deadlines and sequence of approved work operations; coordinates with personnel in other shops, organizations, and/or contracting firms, as required; develops and delivers training to subordinates; ensures that crews have proper and sufficient tools, supplies, and equipment to perform assigned tasks; reviews work in progress for compliance with acceptable performance and safety standards; prepares cost estimates and identifies needs; keeps records; recommends cost control methods to improve performance; prepares and submits required or requested reports to include status of work activities, availability of parts and materials, and ability to accomplish work as scheduled; performs flooring and cabinetry tasks, as required; and may work evening "swing" shift on a regular or rotating basis.

Supervision Received/Given

Receives limited supervision from an assistant coordinator or coordinator. Supervises, evaluates, instructs, and assists lower-graded full-, part-time, and/or hourly employees, as assigned.

Education/Experience/Skills

Any combination of education and experience equivalent to graduation from high school, supplemented by completion of an approved apprentice-level carpentry training program, plus six years of progressively more responsible carpentry experience, one of which shall have been at the cabinet-making and/or furniture maintenance lead level. Some experience in stage drape and stage rigging preferred. Can demonstrate knowledge of the methods and skills in the use cabinetry and flooring equipment, materials, and tools; capability to establish methods, procedures, deadlines, and priorities for assigned workers and performs employee evaluations, as required; knowledge of the common hazards and necessary safety precautions; knowledge of local, state, and national codes; facility with reading, interpreting, and explaining instructions, diagrams, sketches, blueprints and manufacturers' manuals; capability to estimate time and material needs, determine when repair is not economically practical, and to perform routine tasks and arithmetic computations; experience with computer operations and basic software; and strength and dexterity necessary to perform all required tasks including lifting, stooping, bending, and working in tiring and uncomfortable positions. Possession of an appropriate, valid motor vehicle operator's license.

