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Class Specifications for the Class:

CABINET MAKER SUPERVISOR

Duties Summary:

Supervises, through subordinate foremen, the activities of a large cabinet shop in the construction, repair, remodeling and finishing of a wide variety of high-grade wooden furniture and articles; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for planning, assigning, coordinating and supervising the activities of a large cabinet shop in the construction, repair, remodeling and finishing of a wide variety of high-grade wooden furniture and articles. Typically, a large cabinet shop operation, includes several cabinet makers and painters, and may include one or more sign painters.

Examples of Duties:

Plans, assigns, coordinates and supervises, through subordinate foremen, work involved in the construction, repair, remodeling and finishing of a wide variety of high-grade wooden furniture and articles; confers with principals, teachers, librarians and other personnel relating to requests for constructing new furniture and articles; draws up, adopts or adapts sketches, working drawings or specifications; prepares estimates of labor, materials and supplies; makes progressive and final inspections of cabinet making projects; reads and interprets blueprints, sketches, working drawings and specifications for cabinet making projects; reviews requests for and recommends requisitions for equipment, materials and supplies; oversees the activities of the cabinet shop to insure maximum utilization of workers, efficiency of operations and adherence to safety regulations; evaluates employees work performance; may oversee the work of one or more sign painters; and prepares and maintains reports of work activities.

Knowledge and Abilities Required:

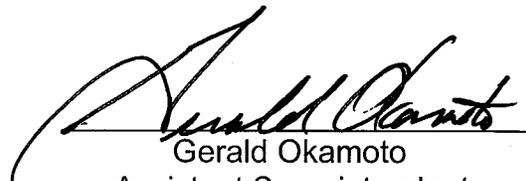
Knowledge of: Practices, tools, equipment and materials used in cabinet making; qualities, uses and adaptability of various woods and hardware; occupational hazards and safety practices of the cabinet making trade; basic practices, tools, equipment and materials used in painting furniture and woodwork; and principles and practices of supervision.

Ability to: Plan, assign, coordinate and supervise, through subordinate foremen, work involved in the construction, repair, remodeling and finishing of a wide variety of high-grade wooden furniture and articles; set up, adjust and operate woodworking machines and use various hand tools; read, interpret and work from blueprints, sketches, working drawings and specifications; prepare sketches, working drawings and specifications; estimate labor and material requirements; work to close tolerances; prepare and maintain activity reports; and receive, follow and give oral and written instructions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class CABINET MAKER SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: JAN 23 2005

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
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Office of Human Resources