

Job Title: CABINET MAKER

Reports to: Production Supervisor

Indirectly Reports to: None

Direct Reports: None

Indirect Reports: None

Classification: Hourly

Summary/Objective: The Cabinet Maker is accountable for the safe fabrication and assembly of custom cabinets and millwork pieces using a variety of woods and laminates.

Main Responsibilities:

- Create, monitor and maintain a well kept, organized and safe work environment while promoting, complying with and enforcing adherence to health and safety rules, regulations, procedures and policies
- Read and precisely follow architectural drawings, specifications and work orders to fabricate custom wood projects to the highest standards of quality
- Assess each job to make the most efficient use of resources (time, materials, equipment, manpower) ensuring sufficient inventory and selecting correct material as per work orders
- Check all material for compliancy to quality, damage or defects prior to use and prior to advancing it in the process
- Set up, operate and maintain various woodworking machines and tools using proper techniques including CNC router, edge bender, panel saw, table saw, jointer, planer, and shaper
- Cut, shape, form, fit, join, trim and finish parts and components using various hand and power tools including planes, chisels, wood files, sander, hammer, clamps, and clamping machine
- Reinforce joints using nails, screws, glue and other fasteners
- Sand and scrape surfaces and joints in preparation for finishing
- Assemble complex items using plastic laminates, wood veneers, metals, glass and solid surface materials
- Work with various species and grades of wood as well as other materials commonly associated with woodworking projects
- Match material for colour, grain, or texture
- Spray or brush assembled articles with protective or decorative materials, such as stain, varnish, or paint as required
- Install hardware, such as hinges, catches and drawer pulls
- Work to AWI/AWMAC premium grade standards and ensure fit, finish and function meet customer requirements
- Inspect and ensure machines and equipment are running optimally including cleanliness, temperatures, grease points, and lock points

- Recognize fabricating issues and seek assistance to resolve and prevent repetitive mistakes
- Suggest alternatives to design flaws
- Handle and organize output to maximize efficiency and minimize processing errors and damage
- Transport raw materials, finished products and equipment throughout the facility manually or using powered lifts
- Consistently monitor machines, tools and working areas for cleanliness and action as necessary
- Keep paths of travel free from waste and debris at all times
- Inform supervisors of any repairs required or faults to machines, tools and working areas
- Mentor and train lesser skilled employees as directed
- Assist in various manufacturing areas as needed
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

Competencies:

- Safety focused
- Craftsman approach
- Extreme attention to detail with precise measuring skills
- Excellent time-management and multi-tasking skills with an ability to work under time constraints in a fast-paced environment
- Effective written and oral communication skills to interact with, instruct and inform others
- Demonstrate knowledge of various woodworking materials and methods
- Proactive approach with demonstrated initiative and ability to be flexible
- Ability to recognize and resolve problems quickly
- Ability to take direction and work with minimal supervision
- Fluidity to work with projects based on both the imperial and metric systems of measurement
- Ability to work individually and as part of a team
- Willingness to train lesser skilled or new employees
- Enthusiasm and willingness to learn

Requirements (education/certifications/licences/passport/clean drivers abstract):

- 5 years experience in custom woodworking
- College diploma/technical training in woodworking technology/fabrication would be considered an asset
- Ability to accurately read and interpret architectural plans, drawings and specifications
- Demonstrated safe use of hand and power tools
- Physical capabilities of frequently safely lifting and maneuvering up to 50 lbs; and up to 200lbs with assistance
- Vast working knowledge of millwork and cabinetry, and associated materials
- Ability to be certified in forklift operation

Working Conditions: wood fabrication shop; machine operation

Travel Requirements: Travel is not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 16, 2021