**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for performing high quality finish work in the construction, repair, and assembly of cabinets, shelves, furniture, doors, and other wooden structures. Incumbent provides technical guidance and assistance to lower-classified personnel.

**Examples of Work Performed**
Performs high quality finish work in the construction, repair, and assembly of cabinets, shelves, furniture, doors, and other wooden structures using woodworking machines and hand tools.

Marks outline or dimensions of parts on lumber stock; cuts size and shape part required from lumber stock.

Matches materials for color, grain, or texture; fits and connects parts using nails, screws, bolts, or glue ensuring proper joints and connections.

Sets up and operates woodworking machines to produce furniture parts.

Disassembles cabinets and furniture and removes hardware for repair or refinishing; reassembles, making repairs as necessary.

Maintains shop equipment.

Picks up and delivers items to be repaired or constructed.

Assists in the preparation of project estimates.

Assists in the coordination and prioritization of work assignments.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Operates and maintains shop equipment and woodworking machines.
2. Constructs, assembles, finishes, and repairs cabinets, shelves, furniture, doors, and other wooden structures.
3. Assists in the coordination of work assignments, inspection of completed work and training of lower-level employees.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute
related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; walk; stand; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to climb or balance.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:** Six (6) years of experience related to the above described duties.

- **Licensure:** Must possess a valid driver’s license.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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