AUBURN
Human Resources

Cabinet Maker II

Job Description

JOB INFORMATION

Job Code	NB42B
Job Description Title	Cabinet Maker II
Pay Grade	ST11
Range Minimum	$40,690
33rd %	$47,470
Range Midpoint	$50,860
67th %	$54,250
Range Maximum	$61,030
Exemption Status	Non-Exempt
Approved Date:	10/29/2026 3:58:55 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Carpentry

JOB SUMMARY

Builds, installs and repairs cabinets, bookcases, desks and tables. Fabricates, repairs, modifies, installs, and maintains cabinetry, casework, countertops, millwork, shelving systems, furniture components, and related interior finishes.

RESPONSIBILITIES

- Constructs cabinets, desks, tables and bookcases.
- Installs cabinets, desks, tables and bookcases.
- Repairs and replaces cabinets, desks, tables and bookcases.
- Provides routine maintenance on furniture, cabinets, stair treads and other wooden fixtures.
- Cleans equipment, tools, and shop area, including disposing of hazardous products to maintain the equipment and area in a safe and operational manner.
- Assists with material selection, inventory control, and procurement of supplies necessary for fabrication and installation activities.
- Coordinates work activities with customers, project managers, contractors, and other trades to support renovation and maintenance projects.
- Interprets shop drawings, blueprints, specifications, sketches, and electronic construction documents.
- Develops basic cabinet drawings, material lists, and estimates for cabinet, furniture, and wooden fixture projects using field measurements and customer requirements.
- Training, education, and certification requirements for career progression within this job family are governed by the Auburn University Facilities Management Policy: Training, Education, and Certification Requirements for Trades Personnel.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in cabinet making techniques	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of cabinetmaking, woodworking, furniture repair, materials, tools, and equipment	
Ability to build, install, maintain, repair, and replace cabinets, furniture, and wooden fixtures with limited supervision	
Ability to operate hand tools, power tools, and woodworking equipment	
Ability to interpret work orders, drawings, measurements, and field conditions to complete assigned work	
Ability to adhere to all safe work practices and standards	
Ability to assist in training or leading lower-level employees when assigned	
Ability to utilize and learn technology systems, software applications, computers, tablets, and mobile devices to receive assignments, document work activities, access information, and communicate effectively in support of assigned duties.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting				X		50-100lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking			X			
Hearing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.