

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Furniture Repair Technician

**Department:** Maintenance

**Grade**     H  
**H.P.D.**     8  
**D.P.Y.**     260

**Job Description**

**Date Reviewed:** October 2022

**Reports To:** Team Leader

**Purpose of Job**

The purpose of this job is to repair furniture and fabricate a variety of different types of cabinets, desks, tables and bookcases for the school system. Duties include, but are not limited to: building, repairing and welding furniture, repairing lockers and file cabinets, preparing cost estimates for construction of new furniture requests, designing and fabricating new furniture based on needs of the schools, and performing additional tasks as assigned by the supervisor.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responds to work requests from Building Maintenance Dispatcher.

Sets up and operates a variety of woodworking, welding and cutting machines and uses various hand tools to fabricate and repair a variety of different types of cabinets and furniture

Designs, fabricates, and welds steel racks, drawers, and support structures.

Operates pneumatic tools and air compressor. Operates oxygen, acetylene equipment and torch set.

Must be capable to estimate the materials and cost of a project to be fabricated. Studies, draws and designs blueprints or drawings of articles to be constructed; plans sequence of cutting and shaping operations to be performed.

Repairs school lockers and file cabinets. Repairs or replaces locks on lockers, desks and cabinets as needed.

Repairs, replaces or adjusts furniture glides, seats and legs on chairs, desks and cafeteria tables and other furniture items.

Dips, brushes or sprays assembled articles with protective or decorative materials, such as stain, varnish or paint. Uses various chemicals and additives.

Maintains work orders and cost estimates that are assigned until they are completed and returned to the

Assistant Maintenance Manager.

Provides preventative maintenance on tools, machinery and property ensuring readiness and the achievement of safety standards. Uses safety equipment and respirator.

Operates forklift, scissor lift and man lift.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or Equivalent) required, with a minimum of three years cabinet making or carpentry experience and a minimum of one year welding experience as related to furniture repair, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and cabinet making practices as they pertain to the performance of duties relating to the job of Cabinet Maker. Has thorough knowledge of cabinet making practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling over 100 pounds (10 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to operate a variety of hand and table tools etc.;
- Must be able to traverse school facility;

- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**ATTENDANCE:**

A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**