

POSITION

Assistant Lead for Cabinet Shop

DEPARTMENT

Production

To Whom the Position Reports

Shop Lead, Production Manager

Summary

Assist the Shop Lead in leading and supervising shop staff to ensure that company goals and client expectations are met and exceeded. Act as a reliable, capable, and supportive assistant to the Lead, maintaining excellent and continual communication with the Lead, and filling in during the Lead's absence. Build or assemble cabinetry, millwork, doors, stairs, furniture and other projects following Architect specifications and utilizing hand tools, power tools, forklift, and shop safety systems. Maintain an orderly and safe workspace. Understand and meet the aesthetic, performance, schedule, and budget goals of each project.

Specific Responsibilities

1. Assist with the specific responsibilities of the Shop Lead, including:
 - a. Review plans, collaborate with Architects for buildability and intent, prepare shop drawings.
 - b. Build custom cabinetry, millwork, and other project components.
 - c. Manage SMC's lumber inventory.
 - d. Order specialty materials for shop and field when necessary.
 - e. Be available at the shop early each day to assist field staff with questions and equipment for jobsites.
 - f. Maintain all shop equipment and assist coordination of rolling stock maintenance.
 - g. Assess shop equipment needs and specify new equipment when necessary.
2. Assist with the responsibilities common to all SMC Leads:
 - a. Collaborate with Architect, Production Manager, and other Leads, as applicable, on project conceptual development, schedule, performance goals, and budget.
 - b. Estimate human and material resources required to complete projects including materials and labor.
 - c. Plan, direct, coordinate, schedule, and supervise all activities of the crew and trade subcontractors.
 - d. Follow established safety rules and regulations and maintain a safe, orderly, and clean environment.
 - e. Continually inspect work progress to verify safety and to ensure that specifications are met.
 - f. Plan and place material orders to keep jobsite production running smoothly. Plan for materials with long lead time, and schedule product delivery.
 - g. Review and monitor plans, specifications, and field conditions for unforeseen conflicts and opportunities.
 - h. Confer with Production, Design, and E&ET staff, and with trade subcontractors, to coordinate activities and resolve work procedure issues, complaints and/or construction problems.
 - i. Demonstrate leadership and relationship building skills to reconcile differences and build a team culture of continuous improvement and accountability.
 - j. Be attentive to morale and camaraderie among department staff, and work to maintain an atmosphere of respect, appreciation, and open communication.
 - k. Maintain awareness of budget as project progresses.
 - l. Analyze staff performance, recommend improvements to production methods and skill development.
 - m. Represent SMC in a professional manner in conversation and resolution of work procedure issues, complaints with clients, colleagues, and trade subcontractors.
3. Manage, in coordination with Project Manager & Production Support, regularly scheduled maintenance of SMC HQ facility.
4. Handle all aspects of supervising the shop in the Shop Lead's absence.
5. Participate in your department's meetings and contribute to departmental needs and growth.
6. Use SMC standard information technology including web-based applications, consistent and timely electronic communications, consistent and proper electronic record keeping, and cell phone protocol.
7. Undertake professional development, including maintaining necessary certifications, licenses etc.

Committee Membership

Production meetings as necessary, Company Meetings

Immediate Subordinates

Cabinetmaker, Cabinetmaker Apprentice

Qualifications, Skills & Knowledge Requirements

Minimum of five years work experience as a cabinetmaker

Mastery of responsibilities described in the SMC Cabinetmaker job description

Comfort with direct supervision by Shop Lead

Substantial computer experience, including skill with Microsoft Office applications

Aptitude and comfort working in a collaborative team environment, providing ideas, and being open to feedback

Licensing and Professional Associations

Hoisting License, OSHA 10 Card

Physical Requirements

Comfortable lifting and carrying heavy equipment and materials

Compensation and Benefits

Full-time position with full benefits

Wage range: Assistant Project Manager & Design/Engineering Professional

Possible Career Path Options

Shop Lead