

## MILL WORKER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2678(4260)	Mill Worker	14	023	6 mo.	12/08/99
1756	Mill Worker Foreman	14	023	6 mo.	12/08/99

### *Promotional Line: 102*

#### Series Narrative

Employees in this series perform and/or supervise work in the trade of mill working.

#### DESCRIPTIONS OF LEVELS OF WORK

##### Level I: Mill Worker

2678(4260)

Employees at this level make, assemble, and/or repair products made of wood or related materials. They work under direct supervision from a designated supervisor.

A Mill Worker typically –

1. performs hand or machine work needed to lay out, cut, shape, and assemble products made from wood (such as sash, doors, frames, trim, moldings, cabinets, fixtures, and equipment) from rough sketches, detailed drawings, or as directed
2. sets up and operates woodworking machines (such as bandsaw, jointer, mortiser, tenoner, table saw, shaper, stock feeders, etc.) to cut and shape parts from stock or to finish and assemble parts already prepared
3. trims component parts of joints with hand tools to make them fit together accurately and snugly
4. bores holes by hand or machine
5. glues and fits together assemblies or sub-assemblies using dowels, screws, clamps, or other devices to form completed unit
6. finishes surfaces and joints of articles with sandpaper and scrapers
7. installs hardware
8. repairs and rebuilds furniture as needed
9. builds counters and cabinetry using plastic laminate and related materials
10. performs other related duties as assigned

**Level II: Mill Worker Foreman****1756**

Employees at this level supervise the work of mill workers and other assigned personnel. They work under general supervision from a designated supervisor.

A Mill Worker Foreman typically –

1. directs the work of assigned personnel
2. verifies and approves material requisitioned by employees being supervised
3. approves time cards
4. maintains shop records
5. assumes responsibility for issuance, security, and care of materials and tools
6. diagnoses faults in machines and equipment; directs and supervises corrective measures
7. performs duties peculiar to and normally required in the trade of mill worker, using recognized procedures and techniques for such work
8. creates drawings for Mill Workers to perform work
9. researches and provides estimates to obtain customer approval prior to issuance of work orders
10. interacts with campus customers to provide suggestions and design ideas to meet their needs
11. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO****Level I: Mill Worker****2678(4260)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Four years of experience in a woodworking mill or cabinet shop using hand and power woodworking machinery and tools and in the layout, milling, and assembly of products made from wood and related materials.

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. skill in setting up and using woodworking tools and equipment
2. ability to read and interpret drawings, sketches, and diagrams
3. ability to build projects using various joinery techniques common to the trade

- 4. ability to initiate and complete projects with limited supervision
- 5. ability to perform precision work with either hand or machine tools
- 6. ability to interact well with co-workers and customers

**Level II: Mill Worker Foreman**

**1756**

**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

- 1. possession of training/experience requirements listed for the Mill Worker
- 2. five additional years of actual work experience in the trade

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

- 1. extensive knowledge of the tools, equipment and machinery used by Mill Worker
- 2. extensive knowledge in interpretation and creation of complex drawings, sketches, and diagrams
- 3. skill in the use of hand and machine tools to do precision work
- 4. supervisory ability
- 5. ability to interact well with O&M customers to explain costs, timelines, and to secure work for the shop
- 6. knowledge sufficient to secure necessary details from customers to provide accurate estimates

Mill Worker.....	Revised
Mill Worker Foreman .....	Revised