

**Exterior Door Craftsman
(Job Overview)*
*not an all-inclusive job description**

Summary: Under the direction of the Door Plant Supervisor, builds and assembles custom exterior doors by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Follows written and verbal instructions to cut, shape, assemble and finish wood and other materials to make exterior door units.
- Check materials for defects before assembling. Complete appropriate paperwork for damaged items.
- Adhere to safety rules when operating equipment.
- Operates machinery that cuts, shapes, assembles, and finishes raw wood, metal, and other materials to make doors.
- Verify dimensions to adhere to specifications and trim parts using hand tools such as planes, chisels, wood files, routers, or sanders to insure a tight fit. Cut, measure and mark materials. Also uses electric circular saws to trim and cut materials to size.
- Sub-assemblies of product using pneumatic staple gun, drill, fasteners, and adhesives.
- Finish, sand, stain, and if necessary, coat with a sealer, such as lacquer or varnish by hand or with spray gun. Smooth door surfaces by applying metal, fiberglass, and wood body filler.
- Inspect finished product for defects in material or workmanship and take appropriate corrective action.
- Neatly stack assembled units on pallets.
- Pulls individual parts for customer orders and prepares for shipment.
- Place correct dealer name on completed product.
- Count and organize inventory.
- Pulls materials and parts for work orders and stocks tables.
- Assists with receiving, checking in, and moving in-bound stock items for the door plant either manually or by forklift as needed. Stock includes, but are not limited to, exterior door slabs, glass inserts, jambs, heads, seals, hinges, and other items necessary to build exterior doors.
- Maintain clean and neat work area.
- Complies with all federal, state, and local facility regulations; OSHA and company safety rules and regulations; and all ABS policies and procedures. Participates in safety training as directed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 18 years of age.
- Must successfully complete a pre-employment drug screen, background investigation, and post-offer physical examination.
- High school diploma or general education degree (GED), preferred.
- Six months to one-year experience in vocational woodworking training in areas including wood technology, furniture manufacturing, wood engineering, construction, carpentry, and production management and/or one year experience in finished carpentry, woodworking, or construction, preferred.
- Previous experience operating a counterbalanced 2,500-to-5,000-pound Gas/LP or electric sit-down rider powered industrial lift, preferred.

Other Skills and Abilities:

- Must be able to work the core business hours of the distribution center, including changes in daily start and stop time to meet the operational demands of the Monroe Distribution Center. This includes variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week, and/or the requirement to work Saturday.
- Ability to read shop drawings or instructions to cut dimensions for milling, and interpret documents such as production / assembly paperwork, product descriptions, shipping and receiving paperwork, safety rules, operating and maintenance instructions, and other paperwork necessary to perform the essential job functions.
- Must speak, read, and write English at a level required for satisfactory performance.
- Basic functional understanding of handheld electronic devices, preferred. (i.e. Smartphone or other equivalent).
- Ability to use and operate related work aides to include ruler, router, saws, and other power tools.
- Mechanical ability, manual dexterity, and the ability to pay attention to detail.
- Excellent math skills. Must be able to read a ruler or tap measurer for detailed measurements.
- Must have excellent attention to detail and quality control skills.
- Must be able to read shop drawings or instructions to cut dimensions for milling as required.
- Must be able to work alone without guidance and contribute to the overall goals of the department.
- Ability to handle multiple tasks.
- Ability to retain professional demeanor at all times regardless of situation.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions are physically demanding due to the handling of heavy, bulky material. Items range in size from single doors to double patio doors. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

- Ability to repeatedly reach and to lift product selections such as door slabs, glass door panels and inserts weighing up to 100 lbs.
- Ability to stand, walk, and move rapidly for entire work shift which typically lasts from 8 to 12 hours.
- Ability to bend, stoop, twist and turn frequently while handling product.
- Ability to do repetitious arm movements above and below shoulder level required for product assembly.
- Mental alertness is necessary to ensure safe and accurate completion of work activities.
- Ability to wear common protective or safety equipment such as safety glasses, safety shoes/boots and gloves while performing duties.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a non-climate-controlled shop environment that is subject to extremes of heat, cold, and humidity. (Could range from 15 to 115 degrees depending on weather conditions and heat indices). While performing the duties of this Job, the employee is constantly exposed to the possibility of cuts, scrapes, punctures, and/or bruises.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions; including extremes of heat and cold; moving mechanical parts; fumes or airborne particles; risk of electrical shock and vibration. The employee is occasionally exposed to high, precarious places and toxic or caustic chemicals. The noise level in the environment is usually loud.