

## Job Description

**Job Title:** WOODWORKER, CUSTOMS  
**Reports To:** Lead, Customs  
**Position Type:**  Full-time Regular  Part-Time Regular  Temporary  Intern  
 Hourly  Salaried  Non-Exempt  Exempt  
**Department:** 3 Shop

**Summary:** Build custom product.

**Essential Duties and Responsibilities:** The following are included. Other duties may be assigned.

- Build custom private offices, reception stations, Interconnect and other casegoods, bases and tables.
- Operate buffering sander, DA (orbital) sander, belt sander, planer, router, pocket boring, table saw, nail gun and other power equipment.
- Read blueprints.
- Verify dimensions and machining.
- Fill out BOM.
- Perform final assembly tasks.
- Observe safety and security procedures, report potentially unsafe conditions and use equipment and materials properly.

**Job-Specific Competencies:** To perform the job successfully, an individual should demonstrate the following:

- **Technical Skills:** assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- **Quality:** demonstrate accuracy and thoroughness; apply feedback to improve performance.
- **Quantity:** meet productivity standards.
- **Organizational Support:** Follow policies and procedures; prioritize and plan work activities to use time efficiently; complete tasks correctly and on time.

**Core Values:** To be a successful employee at Nevers, an individual demonstrates the following:

- **Passion:** commit to your job and to doing your best, connect with and have pride in your work, strive for excellence on every task that is given to you and be individually driven to make Nevers a better place.
- **Adaptability:** be flexible and work through any challenges and issues, present new ideas, accept new procedures and react constructively to changes.
- **Productivity:** have a can-do attitude, believe in your ability to complete any task, be an optimistic self-starter who is eager to achieve and conduct yourself in a positive and productive manner.
- **Collaboration:** work together for the common good, have a team mentality to find the best solutions.
- **Integrity:** be honest and true in what you say and do, hold yourself reliable and accountable and create an atmosphere of trust, confidence and respect.

**Qualifications:**

Education/Experience/Certificates/Licenses: High school diploma or GED and at least two years related experience preferred.

Computer Skills: Basic

Supervisory Responsibilities:  Positions supervised:  This job has no supervisory responsibilities.

Travel:  None  Occasional, approx. \_\_\_\_%  Frequent, approx. \_\_\_\_%

**Work Environment and Physical Demands:**

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; fumes or airborne particles and outdoor weather conditions. The noise level in the work environment is frequently high.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds with assistance. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus. The employee is regularly required to stand, walk, balance, stoop, reach, use hands and to talk and hear. The employee is occasionally required to sit, climb, kneel, crouch or crawl.

Please respond to Lisa Carston:

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