



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**CABINET SHOP FOREMAN  
BUILDING MAINTENANCE**

The Ector County Building Maintenance Department is in need of a Cabinet Shop Foreman. The Cabinet Shop Foreman will work under the general direction of the building Maintenance Director. Will be responsible to assist Building Maintenance Director in general Maintenance of facilities. Is responsible for supervision of personnel working with him. Maintaining cabinet shop and all shop equipment, tool and materials.

**PRIMARY DUTIES:** Crew leader for projects and managing other on said project. Manage material acquisitions for Cabinet shop and other departments as necessary. Design, build finish, and install cabinet project for all departments. Provide any carpentry work, painting, drywall or other remodeling necessary to complete project assigned. Communicate with Director and / or Assistant Director on job progress, material requirements, and personnel matters. Performs any other duties designated by Building Maintenance Directors. Keep shop organized and maintain tool inventories and repairs to equipment. Maintain written documentation of projects and inventory. Help with work order system maintenance and expansion. Other responsibilities include (but are not limited to): Erections of wall and ceiling grids, Sheet rocking, floating of walls and spraying texture, installing doors building cabinets and desk, repair damages to drywall and wall framing, help with any general maintenance repairs.

**QUALIFICATIONS:** A minimum of 3-5 years' experience in design, building, finishing, and installing cabinets. Effective interpersonal skills to work other department's employees, department heads, contractors and supply houses. Be service oriented; be self-motivated and able to work alone when needed. Good writing skills and oral communication skills.

**SALARY:** \$25.00 p/h, plus excellent benefits; 40 hours per week; Monday thru Friday 8 am-5 pm. Some weekends may be required.

**DEADLINE FOR APPLICATIONS:** Until sufficient applications have been submitted for consideration.

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**Notice:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.