

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



CABINET SHOP SUPERVISOR

NATURE OF WORK

This is supervisory work coordinating cabinet shop services including furniture building and repair, and picture framing services. Work includes assigning, supervising and reviewing final work products from the Cabinet Shop. Considerable time is spent coordinating cabinetry work with Senate offices measuring and defining furniture requirements and developing three dimensional furniture designs on the computer. Work is performed under the general supervision of the Furniture Division Manager, or immediate supervisor, who reviews work for timeliness and efficiency of services as well as customer satisfaction.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Oversees the planning, assigning, prioritizing, and reviewing of work of skilled and semi-skilled staff.
- Directs, manages, and reviews the work of Cabinet Shop staff; interviews and trains personnel; writes performance competencies; writes performance evaluations and makes recommendations for hiring, discipline, and other personnel activities.
- Provides technical direction and assists Cabinetmakers with difficult steps and processes.
- Develops annual Cabinet Shop budget; monitors budget expenditures.
- Develops procedures to review final products for quality control and adherence to work order requests.
- Conducts research regarding equipment needs of the Cabinet Shop, including soliciting competitive bids; orders and tracks materials and supplies; provides cost data for production.
- Maintains Material Data Sheets and ensures a safe work environment; participates in Cabinet Shop safety inspections; takes necessary corrective action in accordance with inspection findings.
- Coordinates furniture requirements with Senate offices; takes space measurements and draws furniture schematic drawings; assists in determining workspace solutions; discusses furniture features, wood preferences, design and special needs requests.
- Coordinates installations with Senate offices, Capitol Facilities management, other SAA departments, vendors, and Architect of the Capitol departments; determines installation timeline, and requirements for transportation, assembly, and attachment.
- Creates and presents computerized schematic drawings outlining features and measurements.
- Assists in shop operations.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires extended periods of bending, stooping, reaching to take measurements, and extended periods of computer work. Work includes exposure to chemicals, dust, noise, and fumes in the shop environment.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and three to five years increasingly responsible experience in a cabinet shop including one year of supervisory experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of woodworking and finishing techniques, wood types, and shop capacity.
- Knowledge of safety rules and procedures as set by the Office of Compliance and the Occupational Safety and Health Administration.
- Knowledge of Americans with Disabilities Act-mandated guidelines as they pertain to furnishings and workspaces.
- Ability to assign, review, and coordinate the work of skilled and semi-skilled personnel.
- Ability to plan, prioritize and coordinate work efforts.
- Ability to develop computer schematics of furniture designs.
- Ability to communicate effectively, both orally and in writing; ability to deal with others using tact and diplomacy.
- Ability to establish and maintain effective working relationships with Senate staff, vendors, suppliers, and client offices.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.