



**Job Title:** Carpenter

**Reports To:** Facility Maintenance Manager

**FLSA Status:** Non-Exempt

**Last Revised:** February 9, 2024

White Oak conserves and sustains some of the earth's rarest wild animals through innovative training, research, education, and conservation breeding programs that contribute to the survival of wildlife in nature. The conservation programs span 600 acres along the St. Mary's River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. Founded in 1982, White Oak leads professional efforts to improve veterinary care, develop holistic animal management techniques, and better understand the biology of critically endangered species by providing excellent care and managing conservation programs for over 30 species of imperiled wildlife in large, naturalistic habitats.

**Position Purpose:**

To build, maintain, and install assets on White Oak property.

**Responsibilities and Tasks:**

The essential duties and responsibilities of this position include the following. Other duties may be assigned, and some duties may be shared with other personnel, or may not be assigned at all.

- Perform residential and light commercial construction.
- Follows established safety rules and regulations and maintains a safe and clean environment.
- Read and interpret blueprints for structural concepts.
- Builds or repairs cabinets, doors, frameworks, floors, trim work, decks, walkways, or other wooden fixtures using woodworking machines, hand tools, or power tools.
- Removes damaged or defective parts or sections of structures and repair or replace, using hand tools.
- Inspects ceiling or flooring, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
- Installs foundations, walls, floors, ceilings, and roofs using materials such as: wood, steel, metal, concrete, plastics, and composites of multiple materials. Install and finish sheetrock.
- Perform roof repairs and shingle installation.
- Perform Interior and exterior painting and staining.
- Build scaffolding and set up ladders for work on tall structures.
- Perform insulation Installation.
- Assist Support Services and maintenance teams as needed.

**Qualifications:**

- 5 years of carpentry experience. Valid driver's license required. Educational certificates are desired.
- Certificates of competency in carpentry are preferred.
- Must have knowledge of shop tools including table saw, miter saw, drill press, sanders, routers, grinders etc.
- Ability to operate without direct supervision and be self-motivated, persistent, confident, tenacious, and take pride in work.
- Flexibility in work hours and schedule; job may occasionally require working long hours, weekends, and holidays.
- Dependable, trustworthy, and neatly groomed.
- Capable of receiving and following instructions and communicating with co-workers.
- Ability to read and adhere to labels, safety warnings, and guidelines.
- Attentive to detail and always alert to ensure safety.

**Special Working Conditions:**

- Must have valid drivers' license
- Working conditions include working in extreme temperatures, noise, hazardous materials, able to work using ladders and man lifts, and lift to 50 lbs.
- This is an hourly position which may require occasional weekend and/or after-hours service work.

**Guidelines for Applicants:**

Please submit as an email attachment in **ONE** document: resume/CV, and three professional reference's contact information to [careers@white-oak.org](mailto:careers@white-oak.org) or apply through Indeed.com with the subject line 'Carpenter'. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.

*White Oak Conservation is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.*