



**Job Title:** Carpenter Helper  
**Department:** Maintenance  
**Reports To:** Facility Maintenance Manager  
**FLSA Status:** Non-exempt; Full time  
**Last Revised:** July 2021

White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. The conservation programs span 700 acres along the Saint Marys River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through professional training programs and immersive conservation experiences.

**White Oak Mission:**

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship.

**Position Purpose:** To build, maintain, and install assets on White Oak property.

**Essential Responsibilities:**

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.

**Minimum Qualification Requirements:**

- 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:**

- 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 hour service work.

**Why White Oak?**

- Opportunity to work in a beautiful, one-of-a-kind place with access to White Oak amenities.
- Competitive salary.
- Three health plan options to meet you and your family's needs.
- Affordable Dental and Vision coverage.
- 100% company-paid Life, Short-term, and Long-term Disability.
- 401(k) retirement plan with a company matching contribution.

**To Apply:**

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' and the file name: YOURLASTNAME\_Carpenter\_2021. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.