



Job Description

Job Title:	Carpenter
Location:	Central Maintenance Shop
Reports To:	Manager of Building and Mechanical Operations
FLSA Status:	Full-time/Non-exempt (Hourly)
Salary Range:	\$24.00 - \$35.00 per hour (dependent on qualifications)

POSITION SUMMARY

The Carpenter performs skilled construction, repair, maintenance, and fabrication work on buildings, structures, and infrastructure throughout the Winnebago County Forest Preserve (WCFP). This position utilizes advanced carpentry, construction, concrete, masonry, and troubleshooting skills to support facility upgrades, ensure infrastructure safety, and uphold quality standards. The role may also assist with basic plumbing, electrical, and mechanical repair tasks in accordance with code requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Facility & Infrastructure Construction and Repair

- Perform advanced carpentry, framing, and finish work including installation of doors, windows, trim, siding, roofing, and structural components.
- Construct and repair buildings, shelters, bridges, gates, fences, stairways, boardwalks, kiosks, and other preserve infrastructure.
- Conduct concrete work including forming, pouring, finishing, and repair.
- Carry out masonry, painting, roofing, and related building repair tasks in compliance with local and state building codes.
- Interpret blueprints, diagrams, sketches, and job specifications to determine dimensions, materials, and project layout.

Multi-Trade Support

- Perform basic plumbing, electrical, and fixture repair tasks under the guidance of qualified personnel.
- Conduct minor mechanical and equipment repairs when appropriate.
- Support facility maintenance through preventive inspection and documentation of building conditions.

Fabrication & Equipment Operation

- Fabricate, shape, and cut materials using hand tools, power tools, and specialty equipment.
- Operate and maintain construction equipment including pick up and service trucks, skid steers, and trailers.
- Safely load, transport, and stage construction materials and tools.

Safety & Shop Operations

- Adhere to all WCFP risk-management, safety, and PPE requirements.
- Maintain a clean, organized, and safe shop facility.
- Participate in equipment inspections and ensure tools are in safe working order.
- Assist with snow and ice removal including plowing, shoveling, and salting/sanding.

Administrative & Communication Support

- Complete work orders, documentation, and project reports accurately and on schedule.
- Communicate effectively with staff across departments to coordinate project needs.
- Maintain punctual and reliable attendance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE JOB. Must have advanced knowledge of carpentry methods, building construction, and structural repair. Ability to use a wide range of construction tools, measurement devices, and diagnostic equipment. Working knowledge of masonry, concrete, roofing, and painting methods. Basic understanding of plumbing, electrical systems, and mechanical repair. Ability to plan, prioritize, and complete project work independently. Strong communication and teamwork skills. Ability to interpret building codes and apply safety and compliance principles.

EDUCATION AND/OR EXPERIENCE. High school diploma or general education degree (GED) required. Three (3) to five (5) years of related carpentry or construction experience, or an equivalent combination of education and experience. Experience operating construction equipment preferred. Must possess a valid Driver's License.

LANGUAGE SKILLS. Ability to read, and comprehend simple instructions, short correspondence and memos. Ability to write reports in an organized manner. Ability to effectively present information and respond to questions from other employees, managers, and the general public.

MATHEMATICAL SKILLS. Ability to calculate measurements, angles, volumes, proportions, and apply basic algebra and geometry.

REASONING ABILITY. Ability to apply practical judgment to solve problems, interpret instructions, and adapt to changing work environments. Ability to deal with problems involving several concrete variables in situations where only limited standardization exists.

MACHINES, TOOLS, AND EQUIPMENT. Includes but is not limited to: pick up trucks, skid steers, trailers, forklifts, chainsaws, carpentry tools, power saws, drills, grinders, power lifts, scaffolding, ladders, and diagnostic devices.

PHYSICAL DEMANDS. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear, taste or smell; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive a vehicle.

WORK ENVIRONMENT. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions including extreme heat and cold. Regular exposure to moving mechanical parts, vibrations, fumes, dust, chemicals, and electrical hazards. Work may occur at heights, on uneven ground, or in confined spaces. Noise level is typically moderate to loud depending on task and equipment.

WCFP will provide reasonable accommodations, in accordance with applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

EQUAL OPPORTUNITY EMPLOYER. The Winnebago County Forest Preserves is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.

Employee Signature

Date