



Jim White trading as White Wood Management & Devon Timber  
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**Candidate Specifications for the Role of Assistant Manager for Timber Stocks & Sales  
 (Scheduled to be appointed and start in October 2020)**

*(Please refer to Job Description and 'Written Statement of Employment Particulars' for more full details of terms of employment)*

<p><b>Job Summary:</b></p>	<p>Support the proprietor and other personnel working with White Wood Management / Devon Timber in delivery of <b>(main tasks in bold)</b>:</p> <ul style="list-style-type: none"> <li><b>a) Timber and firewood stock management</b></li> <li><b>b) Sawmilling, timber production and recording</b></li> <li><b>c) Sales of timber goods (raw, processed and assembled products) and services</b></li> <li>d) Woodland management (inc. felling and planting)</li> <li>e) Timber construction and grading projects</li> <li>and</li> <li>f) Other tasks related to the general running and development of the business</li> </ul>
<p><b>Personal qualities:</b></p>	<ul style="list-style-type: none"> <li>• Personable and polite with a good sense of fun and humour</li> <li>• An ability and willingness to learn on the job: applying new skills and understanding as the role demands.</li> <li>• Customer oriented empathy – good listening skills to be able to understand, identify and record what a client’s needs are; assertively and respectfully guiding and informing and assisting them as necessary</li> <li>• Good physical health and mobility – to be able to pick up, carry and put down sensible, manually handleable loads. Using colleagues’ and mechanical assistance (e.g. forklift) where necessary.</li> <li>• A passion for working with wood, trees and people and to see the connections between each.</li> </ul>
<p><b>Skills Required for the role:</b>   <b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Good verbal (inc. phone) and written communication skills.</li> <li>• Good team-working skills but with an aptitude for working and thinking independently as and when the role requires</li> <li>• An ability to drive a computer*, road vehicles (with or without towed loads) and operate a diverse range of machinery (inc sawmill and</li> </ul>

	<p>Woodfuel processor) with instruction and training where necessary.</p> <ul style="list-style-type: none"> <li>• Cross-cut chainsaw and maintenance.</li> <li>• Application of mathematical operations, including accurate dimensional measurements to calculate volumes, drying times, weights, costs and prices of timber.</li> <li>• Good basic understanding of tree and timber anatomy with proven timber identification skills</li> <li>• Principles of good timber stacking for air, kiln drying and storage.</li> </ul> <p>* Keyboard, social media and data entry skills (esp. Excel)</p>
<p><b>Desirable</b> (but not essential, with opportunities to learn on the job)</p>	<ul style="list-style-type: none"> <li>• Good tree identification skills</li> <li>• Understanding of what makes good structural timber and recognizing suitable material using and applying VSG limitations, codes and strength classes as appropriate.</li> <li>• Understanding and application of “visual appearance grading” in order to classify timbers appropriate for joinery and other uses.</li> <li>• Access and SQL databases</li> <li>• Wordpress website content generation and design.</li> <li>• Good photographic skills – to record photos of higher value timbers, WWM operations and ability to upload these into database / website.</li> <li>• Identification of pests and diseases in roundwood and sawn timber and how to control them</li> <li>• Understanding of environmental issues around timber production, woodland ecology, silviculture, arboriculture, CCF</li> <li>• Calculating Carbon offset in timber</li> </ul>
<p><b>Qualifications:</b> <b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Industrial counter-balanced forklift truck operation certificate</li> <li>• Cross-cut chainsaw and maintenance certificate NPTC units 201/202</li> <li>• GSCE Pass in Mathematics, English language, Biology / Science</li> <li>• Clean UK Driving License including towed trailers over 750kg</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• A-level or higher qualification in biology / natural life science / environmental studies &amp;/or forestry</li> <li>• Mechanical engineering and maintenance C&amp;G NVQ level 2 or higher</li> </ul>