
Milford Housing Development Corporation

Job Description – Construction Laborer

Position:	Construction Laborer
Location:	Milford, Delaware
Classification:	Full-Time & Part-Time, Non-Exempt
Immediate Supervisor:	Project Superintendent

Description:

Milford Housing Development Corporation (MHDC) is a value-driven, nonprofit affordable housing developer and program provider, offering a full-continuum of housing-related services to meet the needs of the community. The agency is known for an open minded approach, commitment to quality, and caring passion for client and staff alike. While this job description describes the typical duties and responsibilities of the position, there will be times when this position will be called on to do other and/or additional tasks for the organization in order to carry out MHDC's mission.

The Construction Laborer assists with the upkeep of MHDC family of companies, construction related activities, and other maintenance that may be needed. Maintain vehicles, keeping them clean inside and out. Assist the construction team with construction and other activities including jobsite material usage, general construction, and other related tasks.

Duties and Responsibilities

Specific:

- Assist construction team with project related activities.
- Provide maintenance and upkeep on MHDC construction vehicles.
- Assist with keeping jobsites free of hazards.
- Understand basic construction/carpentry skills and willingness to assist in all aspects of various tasks.
- Assist the construction team with material storage etc.
- Keep equipment and tools in good working order and assist with shop organization and upkeep.

General:

- Maintain a valid driver's license and proof of automobile insurance for personal vehicle used for MHDC travel.
- Comply with MHDC's personnel policies outlined in the Personnel Manual.
- Communicate in a professional manner in all written and oral interactions.
- Accomplish established work plan and objectives.

Qualifications

Physical Requirements:

- Required to lift 30-50 lbs, frequently
- Required to lift above 50 lbs, occasionally
- Required to climb a ladder, frequently
- Required to kneel, bend, squat and crawl in confined and unclean spaces, continuously
- Perform repetitive arm, wrist, and hand movement, continuously

General Requirements:

- High School diploma or equivalent.
- Ability to operate various kinds of construction equipment.
- Willingness to work irregular hours as required.
- Excellent verbal and written communication skills.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Courteous and business like manner in dealing with public and co-workers.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

Name (Printed)

Signature

Date