
Milford Housing Development Corporation

Job Description – Carpenter

Position:	Carpenter
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 Carpenter assists with the onsite construction and rehabilitation of homes and works with other team members to efficiently build homes for clients.

Duties and Responsibilities

Specific:

- Assist the Project Superintendent and construction team with organizing work crews for maximum efficiency of manpower and materials.
- Be knowledgeable of tool safety and use and maintain safe working conditions.
- Provide other construction and maintenance duties necessary.
- Keep all aspects of construction in compliance with applicable regulations, standards, and codes.
- Assist the Project Superintendent with building inspections.

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.
- Prepare reports and have to the supervisor in a timely, complete, and accurate manner.
- Work individually with diligence to 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 up to 32 feet, 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 with satisfactory completion of building trade courses.
- Minimum of five (5) years of building trades knowledge.
- Ability to operate various kinds of construction equipment.
- Willingness to work irregular hours as required.
- Good mathematics, budget, and economic 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