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## Milford Housing Development Corporation

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### Job Description – Equipment Operator

<b>Position:</b>	Equipment Operator
<b>Location:</b>	Milford, Delaware
<b>Classification:</b>	Full-Time & Part-Time, Non-Exempt
<b>Immediate Supervisor:</b>	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 Equipment Operator operates a variety of contractor equipment and trucks utilized in construction, maintenance and repair activities, perform a variety site construction related tasks. Assist the site team with site development activities including earthwork, grading, driveways, landscaping, and other related tasks.

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#### Duties and Responsibilities

##### Specific:

- Carry out the daily operations of the heavy equipment usage on MHDC commercial & residential projects.
- Assist with organizing work crews and materials for MHDC site development activities for the effective use of manpower and materials.
- Provide routine maintenance to all heavy equipment and provide maintenance reports to supervisor.
- Maintain safe working conditions with regard to equipment use etc.
- Provide equipment support to MHDC residential construction sites, (i.e. cut in driveways, backfilling, grading, and footings etc.)
- Attends monthly progress meetings and assist with construction schedules and inspections.
- Mobilize heavy equipment to and from MHDC jobsites.
- Ability to read grades, plans and set up transits, levels etc.
- Demonstrated ability in installation of sewer and water line.

**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.
- Work individually with diligence to accomplish established work plan and objectives.
- Maintain company tools and vehicles and keep them in good working order.

**Qualifications**

**Physical Requirements:**

- Required to lift 30-50 lbs, frequently
- Perform over head lifting, occasionally
- Required to climb a ladder up to 32 feet, continuously
- Required to kneel, squat and crawl in confined and unclean spaces, frequently
- Required to bend, 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 heavy equipment usage and knowledge.
- Ability to obtain a CDL license within 6 months of employment.
- Willingness to work irregular hours as required.
- Good mathematic 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

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Date