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## Milford Housing Development Corporation

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### Job Description – Maintenance Mechanic

<b>Position:</b>	Maintenance Mechanic
<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 a 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 Maintenance Mechanic is responsible for assisting with the upkeep of MHDC family of companies, site related activities, construction and other maintenance that may be needed. They must maintain an orderly shop facility and perform minor maintenance and upkeep on equipment and vehicles as necessary, and assist the site team with site development activities including earthwork, grading, driveways and other related tasks.

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### **Duties and Responsibilities**

#### **Specific:**

- Assist Site development team with project related activities
- Provide maintenance to MHDC's heavy equipment and minor mechanical needs.
- Perform routine upkeep and maintenance on MHDC's trucks and heavy equipment.
- Operate heavy equipment (backhoe, skid steers, roller, excavator and dozer) at various jobsites.
- Assist with mobilization of heavy equipment.
- Perform site related development activities to advance the job as directed by the Project Superintendent.
- Keep equipment and tools in good working order and assist with shop organization and upkeep.

#### **General:**

- Position may require use of personal vehicle for MHDC travel; employee must maintain a valid driver's license and proof of automobile insurance. MHDC will reimburse personal vehicle mileage with appropriate documentation, not to exceed federal government rates.

- Abide by and comply with MHDC’s Personnel Manual.
- Maintain professional quality oral communication.
- 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:**

**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)

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Signature

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Date