

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY (MDHA)**HUMAN RESOURCES DIVISION****EMPLOYMENT OPPORTUNITY**

MDHA is a non-profit, public agency serving Nashville and Davidson County. Its mission is to create affordable housing opportunities for Nashvillians, nurture our neighborhoods and build a greater downtown.

All persons desiring to be considered for available positions should submit a resume and application to:

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY**HUMAN RESOURCES DIVISION**

701 South Sixth Street, P.O. Box 846

Nashville, Tennessee 37202

Fax - (615) 780-7019

www.Nashville-MDHA.org

Personnel@Nashville-MDHA.org

All applicants will be required to submit an Agency application regardless of whether a resume is submitted or not. MDHA application is available at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

POSITION: HVAC MECHANIC
SALARY: \$35,420- \$46,048

JOB OBJECTIVE: Under limited supervision, to direct and participate in the work of a small crew repairing and maintaining refrigeration and heating equipment.

REQUIREMENTS: High school education, four years of experience in refrigeration, heating, and electrical motors, two years of experience in building maintenance or construction, and some experience in property inspection. Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Leads and participates in the crew performing repairs and preventative maintenance on central heating and cooling systems, refrigerators, ice makers, water coolers, freezers, and electrical motors;
- install replacement equipment;
- help maintain parts inventory;
- catalogs and keeps services records;
- answer emergency maintenance calls after regular work hours.

EQUIPMENT USED: Truck and van, vacuum pumps, acetylene oxygen equipment, various hand and power tools, refrigerator testing instruments, various ohms and voltage meters, related equipment,

SUPERVISION EXERCISED: May work in a lead capacity

ABILITIES REQUIRED: Technical knowledge of heating and cooling equipment, refrigerators, freezers, water coolers, ice makers and electrical motors; knowledge of special tools and instruments used in heating and refrigeration maintenance; knowledge of purchasing policy and procedure; ability to train other employees and ensure they follow good safety practices, ability to interpret parts catalogs and keep accurate records; ability to diagnose refrigeration and heating problems and give instructions for work required to correct; knowledge of state, federal, and local laws pertaining to general construction; knowledge of the tools, materials, methods, and practices used in the maintenance and repair of buildings and other structures; ability to determine need for maintenance and repair work on residential dwelling units; ability to deal courteously with the public; ability to establish and maintain effective working relationships; and willingness and mental and physical ability to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

LICENSES REQUIRED: Valid Tennessee driver's license; Universal EPA Certification within 60 days of hire

LAST DATE FOR ACCEPTING APPLICATIONS

Wednesday, May 10, 2017 at 3:00 p.m.

TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation

Contact: 252-8550

