

**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: RECAPITALIZATION PROJECT MANAGER

SALARY: \$74,719- 97,136

JOB OBJECTIVE: Under the direction of the Director of Recapitalization, lead all rehabilitation and construction activities related to the recapitalization of MDHA's public housing portfolio. Manage activities in compliance with HUD policies and procedures and coordinate all planning, design, and construction activities from review and finalization to eventual redevelopment or rehabilitation of existing properties.

REQUIREMENTS: Bachelor's degree in architecture, construction management, engineering or a related field and five (5) years of experience managing the construction/rehabilitation of large capital housing projects. Master's degree is preferred. Other Desired Certifications Include: Registered Architect, LEED Accredited Professional. PMP/PMI knowledge and/or experience.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Create project management timelines including scope, budget, and schedule for all recapitalization and construction projects.
- Manage multiple rehabilitation and construction projects simultaneously.
- Work in conjunction with other MDHA divisions to ensure a coordinated approach to the "envisioning" process that is compliant with all HUD rules and regulations.
- Work with MDHA teams to create property-level strategic plans that integrate physical characteristics, capital needs, analysis of best uses, and property operations in a single approach to maximize property performance.
- Work with members of MDHA departments, developers, city officials and other elected officials to create a property-level financing plan for each "envision" recapitalization project.
- Attend "envision" related meetings as the primary subject matter expert on all issues related to design, rehabilitation, and construction.
- Manage procurement of recapitalization related services in conjunction with MDHA's Construction Department.
- Develop and implement a system to coordinate and monitor progress of all "envision" related consultants and contractors.
- Develop and implement Quality Assurance (QA) process for "envision" related rehab/construction, and transition this QA process to oversight of ongoing property maintenance.
- Complete and submit all HUD required documents related to planning, design, or construction of existing properties.
- Update existing master plans for redevelopment and create new plans for redevelopment of additional public housing sites.

EQUIPMENT USED: Automobile, general office equipment.

SUPERVISION EXERCISED: May supervise the work of staff as assigned by the Director of Recapitalization

ABILITIES REQUIRED:

Knowledge of the principles and practices of project management of large scale capital projects through all phases including Planning, Design, and Construction; knowledge of project development including scope, budget, and schedule for projects under a regulatory structure and with a set timeframe; knowledge of LEED Certified Building criteria; familiarity with HUD multi-family housing programs, including project based section 8 and the Rental Assistance Demonstration program; knowledge of federal, state and local laws and regulations governing construction and procurement policies and practices; excellent management, leadership and interpersonal skills; ability to communicate effectively, orally and in writing in both formal and informal settings; ability to establish working relationships with property managers, developers, officials, community and civic leaders and low income residents; ability to create strategic plans for each property; must be detail oriented and have the ability to create processes and procedures; ability to analytically solve problems, make sound judgments and exercise good decision making; willingness, 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.

LAST DATE FOR ACCEPTING APPLICATIONS

Tuesday, May 2, 2017 at 3:00 p.m.

TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation

Contact: 252-8550

