

**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](http://www.Nashville-MDHA.org)

[Personnel@Nashville-MDHA.org](mailto: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](http://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: SENIOR MAINTENANCE TECHNICIAN  
SALARY: \$33,007- \$44,288**

**JOB OBJECTIVE:** Under limited supervision, to do skilled work in a variety of fields in the upkeep of buildings and grounds; and to do related work as required.

**REQUIREMENTS:** High school diploma or GED plus five (5) years of work experience in residential maintenance in plumbing, HVAC, electrical or carpentry.

Candidates with accreditation earned in foreign institutes are encouraged to apply

**ESSENTIAL JOB DUTIES:**

- Maintains the appearance, cleanliness, and safety of public buildings and properties;
- Repairs and performs preventive maintenance for the upkeep of all aspects of residential building systems including: air conditioning, heating, refrigeration, lighting, smoke alarms, electrical, plumbing, gas systems, steam pipes, building fixtures, appliances, floors, ceilings, doors, locks, cabinetry, tiling, windows, property grounds, vehicles, and related equipment;
- Answers emergency maintenance calls after regular work hours;
- Maintains building and related structures applying carpentry techniques and using carpentry tools to construct, alter, repair and/or install walls, stairs, floors, ceilings, windows, doors, roofs, gutters, locks, air-conditioners, handicapped chair rails and ramps, shelving, etc.;
- Tests, repairs, installs and/or maintains various types of electrical systems and equipment by operating the appropriate equipment and tools to ensure proper maintenance and functioning of necessary equipment;
- Maintain and perform duties specified in the MDHA Gas Emergency Plan; maintain gas systems in accordance to DOT regulations; prepare all gas systems for the Annual Inspections by Tennessee Regulatory Authority;
- Install, repairs and alters plumbing systems;
- Inspects, completes, and processes work orders for vacant and occupied apartments and for other public buildings and grounds;
- Completes regular inspections and assists in preparation for HUD REAC inspections;
- Documents and keeps accurate records of work performed in apartments, buildings exteriors and grounds, and assists with preparation of reports;
- Inspects and treats pest infestations in building interiors and exteriors;
- Performs vacant apartment make-ready procedures;
- Purchases supplies, services, and equipment and assists in maintaining inventory;
- Maintains a professional appearance and attitude;
- Performs other duties as assigned.

**EQUIPMENT USED:** Hand and power tools used in construction, and maintenance work; safety equipment; truck and other related equipment; must be able to operate a personal computer and a smart telephone.

**SUPERVISION EXERCISED:** Acts in a lead capacity over maintenance technicians. May direct the work of a maintenance crew in absence of the Supervisor.

**ABILITIES REQUIRED:** Knowledge of general work procedures and inventory procedures, knowledge of building safety codes and requirements; knowledge of electrical circuits and devices related to building maintenance; knowledge of the operation and repair of heating, cooling, and related building equipment; knowledge of pipe working, plumbing, electrical, cement, custodial techniques, and carpentry tools and methods; mechanical skills; ability to read, write and do math at the twelfth grade level; ability to follow oral and written instructions; 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. May be required to obtain Category 07 certification in pesticide application.

**LAST DATE FOR ACCEPTING APPLICATIONS**

**Monday, October 30, 2017 at 3:00 p.m.**

**TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation**

**Contact: 252-8550**

