



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

*Position Open: July 27, 2018  
Position Closing Date: August 10, 2018*

## **Job Announcement**

**Position: Senior Maintenance Technician  
Salary Range: \$33,667- \$45,173 annually, plus benefits**

Our agency is currently looking for responsible individuals to fill the role of Senior Maintenance Technician. In this role, under limited supervision, you would complete semi-skilled work in a variety of fields to ensure the upkeep of buildings and grounds. Senior Maintenance Technicians act in a lead capacity over maintenance technicians and may direct the work of a maintenance crew in the absence of the Supervisor. We are seeking candidates with work experience in residential maintenance, plumbing, HVAC, electrical or carpentry.

*MDHA offers competitive salaries and an amazing retirement program.  
Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.*

### **REQUIRED EDUCATION AND EXPERIENCE**

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:**

- 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;
- 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;
- 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;

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- 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.

### **DESIRABLE QUALIFICATIONS**

- *ability to operate a personal computer and a smart telephone*
- *Proficient in computer programs, including Yardi and Microsoft Office*
- *Category 07 certification in pesticide application.*

**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, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

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

**701 South Sixth Street, P.O. Box 846  
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[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)  
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**TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation  
Contact: 252-8550**