



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

*Position Open: August 13, 2018  
Position Closing Date: August 27, 2018*

## **Job Announcement**

### **Position: MECHANIC SHOP MANAGER**

**Salary Range: \$44,199-\$57,462 annually, plus benefits**

MDHA is looking for an ASE certified technician to join our team as a Mechanic Shop Manager. Under general supervision you would plan and supervise the work of the agency's mechanic shop, which includes engaging in the maintenance and repair of light and heavy gasoline and diesel-powered vehicles. The Mechanic Shop Manager is responsible for leading all aspects of maintenance and repair of agency fleet vehicles and equipment.

*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, EXPERIENCE and LICENSES**

High school diploma plus six (6) years of experience in the repair and maintenance of gasoline and diesel vehicles and equipment

*Candidates with accreditation earned in foreign institutes are encouraged to apply*

### **ESSENTIAL FUNCTIONS**

- Works as an automotive mechanic in the maintenance and repair of gasoline and diesel-powered automobiles, light and medium trucks, grounds and construction equipment, and small engines;
- maintains MDHA gas pumps and tanks;
- ensure all fleet vehicles are in compliance with MARTA standards;
- inspects work-in-progress and upon completion of work checks for compliance with accepted work practices and standards;
- monitors work performed and makes comparison of time used, against trade accepted time standards;
- Handles difficult repairs or the most difficult steps in repair work;
- maintains parts inventory;
- manages loaner truck use and disbursement;
- ensures mechanic shop meets OSHA safety standards;
- keeps and maintains records of work performed on vehicles and equipment.

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

- knowledge of the techniques and methods used in the repair and maintenance of gasoline and diesel-powered vehicles;
- knowledge of the theory, operation, and maintenance of engines;
- knowledge of OSHA laws;
- ability to diagnose mechanical problems and to determine appropriate maintenance and repair work;
- ability to use sophisticated diagnostic equipment (manual, electric, or automatic);
- ability to read, write, and do math at the twelfth grade level;

### **DESIRABLE QUALIFICATIONS**

- *Proficient in computer programs, including Yardi and Microsoft Office suite*
- *ASE (Automotive Service Excellence) Certified Technician*

**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**

**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)**

**TDD#252-8599**

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

**Contact: 252-8550**