



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

**Position Open: October 22, 2018  
Position Closing Date: Until all positions filled**

## **Job Announcement**

### **Position: CARPENTER**

**Salary Range: \$34,667-\$46,529 annually, plus benefits**

We are looking for qualified candidates to join our Asset Management department as a **Carpenter**. This is a permanent, full-time position. In this role, you would be responsible for completing semi-skilled carpentry work in the building, maintenance, alteration and repair of public buildings, furniture and equipment. You will assist the first line supervisor in the day to day operations of the Carpentry Shop. Performance of tasks such as: carpentry work including remodeling, construction and repair of cabinets, doors, wheelchair ramps, counters, shelves, desks, tables and miscellaneous equipment. If this aligns with your current skill set we would love to have you on our team.

***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 education plus three (3) years' experience in general maintenance work, two years of which must be in carpentry.

Candidates with accreditation earned in foreign institutes are encouraged to apply

#### **ESSENTIAL JOB DUTIES:**

- Assists in the replacement or repair of door closures and a variety of locks;
- Installs window glass and screens;
- Paints and preps wood doors, cabinets and furniture;
- Installs and repairs floors and wall coverings;
- Installs and repairs ceramic and other varieties of tile;
- Does plaster work and drywall;
- Makes work sketches of doors, cabinetry and counters;
- Installs and repairs plumbing and electrical systems related to kitchen and bathroom installations;
- estimates materials and time needed for jobs;
- Keep records and makes reports. differentiate

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

- Knowledge of the tools and methods of the carpentry trade;
- Ability to operate power tools;
- Ability to exercise judgment in the selection of proper materials;
- Ability to read and write;
- Ability to do math at a twelfth grade level;
- Ability to establish and maintain effective working relationships;
- Willingness, mental and physical ability to perform the duties involved in this classification.
- Ability to perform with or without accommodation, physically demanding duties: such as, frequent standing, walking, climbing, bending, stooping, crouching and lifting objects more than 50lbs.
- Dexterity to operate power and manual tools and equipment with sufficient clarity in speech, hearing, vision and powers of observation; other physical duties as required.

#### **DESIRABLE QUALIFICATIONS**

1. Excellent mechanical, critical thinking, problem-solving and math skills
2. Experience performing carpentry work including remodeling, construction and repair of cabinets, doors, wheelchair ramps, counters, shelves, desks, tables and miscellaneous equipment

**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**