



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

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

Job Announcement

Position: CONSTRUCTION MECHANIC

Salary Range: \$37, 212- \$48,379 annually, plus benefits

Come join our team as a Construction Mechanic at MDHA. In this role, you will perform semi-skilled work engaging in multi-function construction repair, maintenance in residential housing and building systems; including plumbing, gas, electrical, carpentry, pesticide, and heating and air conditioning. The ideal candidate has experience working in areas of construction or building repair and all related areas of building systems maintenance.

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 and 2-3 years of construction education or working experience in plumbing, electrical, carpentry or HVAC. Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Perform installation, maintenance and repair of the electrical, plumbing, gas, sewer and drainage systems in accordance with applicable state and federal regulations;
- Perform repair and maintenance on heating and air conditioning systems;
- Perform repair and maintenance of building structural system and perform carpentry work on building interior finishes;
- Become knowledgeable and perform duties specified in the MDHA Gas Emergency Plan in accordance with DOT and TRA regulations;
- Knowledgeable of pesticide operation and procedures with the ability to treat housing and building for pest, and vermin;
- Prepare gas systems for the annual inspections by the Tennessee Regulatory Authority;
- Answer work order calls for plumbing, gas, sewage, AC, heating, sewer and drainage repair;
- Inspects housing units for the repair and maintenance of electrical, carpentry, plumbing, HVAC, gas, sewer and drainage lines for damage, leaks and repairs;
- Purchase supplies and equipment on an as needed basis;
- Document and keep accurate records of work performed in apartments and buildings;
- Complies with safety rules and regulations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of building codes, plumbing codes, gas maintenance, heating and cooling equipment and safety operations,
- Knowledge of the materials, tools, equipment and standard methods used in general plumbing, sewer, gas operations and knowledge of tools and instruments used in heating and refrigeration.
- Ability to learn and perform mechanical operations,
- Ability to use independent judgment,
- Ability to maintain courteous communications,
- Ability to establish and maintain effective working relationships;

DESIRABLE QUALIFICATIONS

- *Detailed oriented individual*
- *Proficient in computer programs, including Yardi and Microsoft Office suite*

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. 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
Personnel@Nashville-MDHA.org
TDD#252-8599**

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