



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

**Position Open: October 10, 2018
Position Closing Date: Open until position filled**

Job Announcement

**Position: Maintenance Supervisor
Salary Range: Based on experience, plus benefits**

Come join our team as a Maintenance Supervisor in our Affordable Housing Department. In this role, you will be responsible for supervising and managing the overall maintenance operations of an affordable housing property. You would be the first point of contact in responding to maintenance issues reported by tenants, dispatching repair professionals to address such problems and ensuring daily and routine maintenance tasks are performed. The key candidate achieves these tasks by leading their team of technicians in maintaining apartments, monitoring performance of repairs, and then following up with tenants to make sure issues have been resolved properly.

***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 and one (1) year of additional education, plus three (3) years of supervisory experience in building maintenance and construction.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Insures the curb appeal and safety of the property each day;
- Insures prompt preparation of vacant units for occupancy;
- Hires and trains maintenance staff and insures work performance meets required standards;
- Performs quality control inspection of work performed in units;
- Plans and coordinates inspections and the repair of units for "high performance"
- Assists Property Manager with move-ins, move-outs, evictions, and annual inspections;
- Performs general maintenance duties including but not limited to: electrical repair, plumbing repair, carpentry, pest control, painting, grounds care, replacement and/or repair of fixtures, appliances, flooring, locks and systems;
- Purchases supplies and maintains a current inventory according to operations budget;
- Documents and keeps accurate records of work performed in apartments, building exteriors and grounds; schedules and supervises the work assignment of the maintenance staff and contractors and insures completion of work performed;
- Schedules and participates in emergency scheduling for evenings, weekends and holidays;
- Assists property manager in procurement purchases and vendor information

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principals and practices of affordable housing and federal, state and local laws and regulations governing housing operations;
- knowledge of general accounting, budgeting and procurement policies and practices;
- ability to maintain courteous communications with residents;
- ability to establish working relationships with property managers, service partners and low income residents;
- knowledge of tools, materials, methods and practices used in the maintenance and repair of buildings and structures;
- ability to perform skilled work in HVAC, plumbing, carpentry, painting, masonry, appliance repair and electrical systems;
- knowledge of pest control;

DESIRABLE QUALIFICATIONS

- Strong residential maintenance or construction skills
- Supervisory and Leadership experience in building maintenance or construction
- Strong written, verbal and computer skills
- Yardi or Work Order software experience

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

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