



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

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

**Position Open: February 25, 2019
Position Closing Date: March 17, 2019**

Job Announcement

Position: ASSISTANT PROJECT MANAGER

Salary - \$55,079

Under the direction of the Director of Recapitalization, assist with rehabilitation and construction activities within MDHA's portfolio. Assist activities in compliance with governing policies and procedures and assist planning, design, and construction activities from review and finalization to eventual development of new properties or rehabilitation of existing properties.

MDHA offers competitive salaries and an amazing retirement program.

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REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree in architecture, construction management, engineering or experience in a related field. Other Desired Certifications Include: LEED and PMP

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Assist the project management staff with the management of rehabilitation and construction projects in the following capacities:
 - Create and maintain scope, budget, and schedule for recapitalization and construction projects.
 - Develop Requests For Proposals/Qualifications and manage procurement process
 - Review payment requisitions and invoices
 - Review contracts and purchase orders
 - Review specifications and drawings
 - Review shop drawings and submittals
 - Develop and implement a system to coordinate and monitor progress of consultants and contractors.
 - Develop and implement Quality Assurance (QA) process.
 - Assist in developing and implementing new or revised procurement and construction policies and procedures.
- Assist in creating project proformas and charters
- Visit sites and develop observation reports
- Record minutes of internal MDHA meetings.
- Develop a rapport and coordinate with other MDHA departments
- Verify compliance with all HUD rules and regulations.
- Attend and assist team with "envision" related meetings

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of project management of large scale capital projects through all phases including Planning, Design, and Construction;
- knowledge of project development including scope, budget, and schedule for projects under a regulatory structure and with a set timeframe;
- knowledge of LEED Certified Building criteria; familiarity with HUD multi-family housing programs, including project based section 8 and the Rental Assistance Demonstration program;
- knowledge of federal, state and local laws and regulations governing construction and procurement policies and practices;
- excellent management, leadership and interpersonal skills; ability to communicate effectively, orally and in writing in both formal and informal settings;
- ability to establish working relationships with property managers, developers, officials, community and civic leaders and low income residents; must be detail oriented and have the ability to create processes and procedures;
- ability to analytically solve problems, make sound judgments and exercise good decision making;
- willingness, mental and physical ability to perform the duties involved in this classification.
- Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

General office equipment and automobile. Computer equipment and project management software. Skilled at Microsoft Word, Excel, and PowerPoint and other Microsoft software

SUPERVISION EXERCISED

None

LICENSE REQUIRED

Valid Tennessee driver's license

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.

Apply 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

**Metropolitan Development and Housing Agency
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Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.