



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

**Position Open: November 2, 2021  
Position Closing Date: Until Filled**

## **Job Announcement**

### **Position: Maintenance Technician**

### **Salary Range: \$35,255 Based on Experience**

Under limited supervision, to perform varied administrative support functions and to do related work as required. 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 or GED plus two (2) years of work experience in general residential maintenance or a related maintenance field.

Candidates with accreditation earned in foreign institutes are encouraged to apply

#### **ESSENTIAL FUNCTIONS**

- Maintains the curb appeal and safety of the property, including grounds clean-up and maintenance;
- Completes work orders on vacant and occupied units in compliance with policies and procedures;
- Performs vacant unit make-ready process within established deadlines and goals;
- Answers emergency maintenance calls after regular work hours;
- Has general knowledge in order to perform quality repair, inspection and preventative maintenance for all aspects of residential buildings including: air conditioning, heating, refrigeration, lighting, smoke alarms, and electrical systems;
- Has general knowledge in order to perform quality repairs, inspections and preventative maintenance on building plumbing and gas systems and steam pipes;
- Has general knowledge in order to perform quality repairs and preventative maintenance to building fixtures, appliances, floors, ceilings, doors, locks, cabinetry, tiling and windows;
- Assists in the treatment of pest infestations in building interiors and exteriors;
- Performs general painting on building interiors;
- Assists in performing repair and maintenance on roofs, building plaster and concrete;
- Checks sprinkler systems and fire alarm or pressure and leaks;
- Inspects fire extinguishers;
- Inputs work orders correctly in the computerized work order system;
- Uses supplies and materials in accordance with maintenance procedures and follows stockroom policies;
- Answers telephone calls and requests in a courteous manner and maintains good customer satisfaction;
- Complies with maintenance safety rules and procedures;
- Assists in the general maintenance of vehicles and other equipment;
- Assists in the cleaning and storage of equipment and supplies in the maintenance office;
- Performs custodial duties;
- Maintains a professional appearance and attitude;
- Other duties as assigned

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

- Knowledge of basic electrical, plumbing, appliance, carpentry, painting, HVAC, pesticides and grounds maintenance;
- ability to use independent judgment;
- ability to maintain courteous communications with residents and the general public; ability to read, write and pass testing for certification;
- ability to follow oral and written instructions;
- ability to troubleshoot and resolve problems;
- ability to establish working relationships with property management and leasing staff, co-workers and residents;
- ability to understand and perform maintenance duties; must be detail oriented and must have the ability to handle multiple tasks;
- ability to use tools and equipment; ability to learn work order system and input work orders in the maintenance system; 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.

**LICENSE REQUIREMENT**

Valid Driver's License

**DESIRABLE QUALIFICATIONS**

- Detailed oriented individual
- Proficient in computer program such as including 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.**

Apply 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**

**TDD#252-8599**

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

**Contact: 252-8550**