



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

**Position Open: February 28, 2022  
Position Closing Date: March 14, 2022**

## **Job Announcement**

**Position: Make Ready Technician  
Salary: \$32,705 - \$43,120**

Under the supervision of the Maintenance Supervisor or designee, the Make Ready Technician performs general maintenance and repair to ensure apartment homes, property grounds, and facilities are in good working order. The Make Ready Technician ensures that vacant apartments are fully prepared for future residents; perform other related duties

**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 one (1) year of work experience.

Candidates with accreditation earned in foreign institutes are encouraged to apply

### **ESSENTIAL FUNCTIONS**

- Responsible for cleanliness of the property grounds and common areas;
- Responsible for picking up paper, discarded furniture, trash, and other material;
- Monitors and performs make-ready duties on vacant units;
- Inspects the unit and diagnoses problems and repairs for basic electrical, plumbing, carpentry, and drywall;
- Ensures the vacant units are turned in compliance with rules and regulations;
- Provides excellent customer service to prospective and current tenants;
- Promptly communicate with maintenance leadership concerning all maintenance issues at the property;
- Professionally performs duties and comply with the department's maintenance rules and regulations;
- Provides on-call service when scheduled;
- Ensure adherence to the company's safety and hazard communications programs, policies, and procedures;
- Inspects buildings and grounds to ensure safety and cleanliness and alerts the Maintenance Supervisor to items that need to be repaired;
- Other duties as directed and assigned.

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

#### **Behavioral Skills:**

Knowledge of departmental procedures; ability to deal courteously with the public; ability to establish and maintain effective working relationships; willingness and mental and physical ability to perform the duties involved in this classification.

#### **Technical Skills:**

Knowledge of basic mechanical or maintenance operations and practices; ability to maintain the grounds and common areas, ability to properly use chemicals, supplies, and equipment, ability to think logically, make decisions and carry out instructions with limited supervision.

#### **Physical Skills:**

Ability to complete, with or without an accommodation, physically demanding tasks, such as frequent standing, walking, climbing, bending, stooping, crouching, and lifting objects more than 50 lbs. 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.

#### **Financial Skills:**

None

#### **EQUIPMENT USED**

Maintenance supplies, chemicals and equipment

#### **SUPERVISION EXECISED**

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](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

**Metropolitan Development and Housing Agency  
701 South Sixth St.  
Nashville, Tennessee 37206  
[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)  
TDD#252-8599**

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