

## **CONSTRUCTION ANALYST**

**APPLICATION DEADLINE IS MONDAY, SEPTEMBER 22, 2025, AT 11:59PM**

**Division:** Multifamily Programs  
**Reports to:** Director of Multifamily Programs  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** L  
**Monthly Salary Range Minimum:** \$4,517  
**FLSA Classification:** Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Performs construction inspections of properties both during construction and following completion, to ensure compliance with applicable requirements; provides training and technical assistance related to construction of tax credit properties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs Uniform Physical Condition Standards (UPCS) inspections of multifamily rental developments receiving low-income housing tax credits.
- Performs periodic construction inspections to ensure compliance with Federal Fair Housing requirements, various building codes, Americans With Disabilities Act accessibility requirements, applicable sections of the Qualified Allocation Plan (QAP), and with Single Family program requirements.
- Prepares comprehensive reports detailing deficiencies identified and corrective actions needed.
- Reviews owner documentation for corrective action plans to alleviate deficiencies; monitors owner progress in agreed upon corrective action plans; reviews documentation of corrective actions taken and determines adequacy of the corrective actions taken; communicates with responsible parties.
- Conducts follow-up inspections to ensure compliance.
- Provides technical assistance to developers, general contractors, architects, and THDA staff.
- Presents training for developers, general contractors, architects, and THDA associates on processes and procedures of THDA's applicable QAP and Single Family program requirements pertaining to the construction phase.
- Provides construction expertise to assist in the development of program manuals and policies.
- Oversees or prepares related reports and maintains records.
- May investigate and resolve complaints related to structural issues reported by the resident of a tax-credit property.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **Education and Experience:**

- Bachelor's Degree and/or relevant post high school certification preferred.
- Two years of experience in construction standards for the State of Tennessee and/or local codes, construction inspection, building code compliance, and federal accessibility requirements.
- Experience working in a federal, state, or local housing program, including construction management and codes compliance, property management, real estate, or other housing field preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Knowledge of housing standards for new construction and rehabilitation, local building codes and international building codes.
- Knowledge of lead-based paint regulations.
- Knowledge of green building and energy efficiency standards.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Ability to consistently meet deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Treats people with dignity, respect, and compassion.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and ability to drive.
- Regular in-state travel, including overnight travel. (Up to 75% travel.)
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is regularly required to walk; reach with hands and arms, and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**