

WESLEY HOUSING CORPORATION OF MEMPHIS, INC.

Job title: Maintenance Tech

Division/Department and Location: Jackson, TN

Reports to: Community Manager/Administrator

Essential Duties and Responsibilities:

Protects and maintains physical assets in assigned areas by personally providing the skills, knowledge and experience to make repairs. Provide professional collaboration with supervisors for technical repairs either with or without other company employees or by providing technical expertise to develop a Request for Proposal from contractors and vendors. Provide inspections of contractor's work and report findings to project supervisor.

Ensure development and execution of preventative maintenance plan in accordance with current Policies and Procedures.

Provide necessary efforts, and skills to ensure vacant apartments are turnkey within 5 days.

Completes work orders and requisitions parts in accordance with Wesley Policies and Procedures.

Ability to prioritize and meet deadlines, while maintaining a positive attitude.

Must be courteous to residents and visitors at all times and maintain confidentiality with regard to information concerning residents and the business of the community but must report all lease violations to the immediate supervisor.

Respond promptly to resident needs and manage difficult or emotional situations. Report residents in distress to direct supervisor, community manager/administrator, and/or service coordinator in accordance with current policies and procedures.

Education and/or Work Experience Requirements:

- Must have high school diploma or GED
- A minimum of 3 years general maintenance work experience
- Must have dependable transportation
- Must possess valid driver's license
- Must possess basic hand tools
- Must possess HVAC certifications

Physical Requirements:

- Ability to safely and successfully perform the essential functions of the job consistent with the ADA, FMLA and other federal, state and local standards including meeting qualitative and/or quantitative productivity standards as well as currently published Policies and Procedures.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to ambulate, bend, stoop and reach. Must be able to perform heavy work including lifting and carrying up to 50 lbs.
- Must be able to operate tools and equipment necessary to perform duties.
- Must be able to work from ladders, walkways, scaffolds, platforms and roofs.
- Must be able to talk, listen and speak clearly
- Must be able to travel and provide personal transportation
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job
- Must provide use of a cell phone (preferably a smartphone)

Hours and Salary: Full-time, hourly position.

Full-time employees are offered a wide range of benefits including PTO, paid holidays, retirement plan, FSA, and insurance offerings. In addition to those benefits we offer educational assistance and personal leave.

Background check, references and drug screen completed on all positions. EOE

**To apply, send resume to: human_resources@wesleyhousing.com
Or via fax: 901.380.4910**