

WESLEY HOUSING CORPORATION OF MEMPHIS, INC.

Job title: Maintenance Apprentice

Division/Department and Location: Dyersburg, 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 to make repairs.

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

Completes work orders within skill levels in accordance with published 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.

Must meet the requirements for a General Maintenance Technician within one year verified by a Senior Maintenance Technician.

Education and/or Work Experience Requirements:

- Must have high school diploma or GED
 - Must have dependable transportation
 - Must possess valid driver's license
 - Must possess basic hand tools
- Must obtain HVAC certifications within one year of employment.

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.

Benefits: 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