

WESLEY HOUSING CORPORATION OF MEMPHIS, INC.

Job title: Skilled Maintenance Tech

Reports to: Manager/Administrator

Essential Duties and Responsibilities:

Protects and maintains physical assets in assigned areas by personally providing or directing the skills, knowledge and experience for highly technical repairs. Provide professional collaboration with supervisors for such repairs either with company employees or by providing technical expertise to develop a Request for Proposal from contractors and vendors. Through collaboration and evaluation ensure the scope of work within proposals submitted are the same for all vendors and that the proposals are complete and meet or exceed the technical requirements. 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 for parts and repairs 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 and/or resident service coordinator in accordance with current policies and procedures.

Develop and maintain a team in the assigned communities to provide professional maintenance. Train other maintenance staff to ensure high level of performance and efficiency.

Education and/or Work Experience Requirements:

- Must have high school diploma, GED with Associates degree preferred, journeyman status or equivalent in two skills preferred
- A minimum of 5 years' work experience in HVAC, plumbing and electrical work under supervision
- Must have dependable transportation
- Must possess valid driver's license
- Must possess basic hand tools
- Must possess HVAC certifications (License preferred)

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 and 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, resume to: human_resources@wesleyhousing.com
Or via fax: 901.380.4910