

JOB TITLE: Full-Time Maintenance Technician

Organization Name: Memphis Management Group

Website: <https://www.renasantconventioncenter.com>

About Our Organization:

Memphis Management Group ("MMG") is a wholly owned, not-for-profit subsidiary of the Memphis Convention & Visitors Bureau ("MCVB"), doing business as Memphis Tourism ("MT"). The MCVB is a non-profit organization that was formed in 1978 to serve as the destination marketing organization for the City of Memphis and Shelby County. MMG was originated to provide comprehensive management services to the Renasant Convention Center. This includes management, marketing, operations, and event booking. The structure and employees for the two organizations are separate; however, the organizations operate fully as a team in support of each other.

Reports To: Operations Manager

FLSA Status: Non- Exempt

Updated Date: August 2026

Job Purpose

The Maintenance Technician performs building maintenance, repair, and upgrades, and complies with environmental, safety and health procedures relating to facility operations. The Maintenance Technician ensures that the organization has the most suitable environment for its employees, guests, and their activities.

Tasks

The job profile is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

- Show up to work on time and maintain consistent workflow
- Check operating system that contributes to the functionality of the building e.g. plumbing, electrical, HVAC, and life safety systems through routine standard operating procedures.
- Stays informed of changes to space assignments in their facilities through active listening and communication
- Maintain functional and clean working space and equipment
- Follows systems for monitoring and tracking service requests and preventive maintenance work performed.
- Communicate needs for sufficient inventories of tools, parts, and supplies to properly maintain the property to the Operations Manager.
- Responds appropriately to emergencies or urgent issues
- Regularly inspects property for safety and security issues and report any concern to the operations manager.
- Investigates, analyses, and resolves operational problems and complaints.
- Abides by all MMG policies and Procedures Manual
- Other duties as assigned.

Minimum Qualifications

Years of Experience

3 years or more in relevant work experience in commercial and/or residential maintenance

Education

High School or equivalent

Additional Requirements

This position requires a flexible schedule that will include some nights and weekends.

Skills

- Work independently, exercising judgment and initiative with minimal supervision.
- Maintain an effective working relationship with employees and others encountered through the course of employment.
- Work effectively under pressure and/or stringent schedule and produce accurate results in a fast-paced environment.
- Organize and prioritize work to meet deadlines. Remain flexible and adjust to situations as they occur.
- Follow oral and written instructions and communicate effectively
- Come to work in a presentable and professional manner
- Scheduling repairs
- Additional pay based on the knowledge of painting and drywall repair.

Knowledge

- Basic knowledge of heating, refrigerating, welding, plumbing, door hardware, electrical, painting, carpentry, and landscape work
- Use of scissors lift, boom lift, and forklift
- Professional development is encouraged
- Maintaining inventory of bearings, plumbing, electrical, filters and all tools and equipment pertaining to ops
- Any Certifications vocational training e.g. (OSHA 10, EPA, Construction Safety II, CMT Plumbing Certification)
- Maintenance software Knowledge (Maintain X, eMaint, and Fieldpluse)
- Basic knowledge of Outlook, Excel, and word processing
- Experience with boilers, pumps, and chillers is highly valued

Work Content

Employment unit of Memphis Management Group is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations.

Physical Demands

- May need to work nights and weekends depending on event scheduling
- Need to be able to lift 50 pounds
- May need to engage in consecutive hours of walking and standing depending on event needs
- May be needed to engage in consecutive hours of physical exertion helping to move and place tables, chairs, etc., depending on event needs
- May need to operate physical machinery on occasion
- Expected to work using all required PPE, LOTO

Lifts Weight or Exerts Force Work Environment

The employee occasionally lifts to 25 pounds.

Training and professional development is encouraged.

Visions

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The position is exposed to no unusual environmental hazards.

Acknowledgement

I, _____, acknowledge review of this job description.
(Print Name)

Employee Signature: _____ Date _____

Manager Signature: _____

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position. MMG is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.

TO APPLY EMAIL YOUR RESUME TO:

Marvin Lopez, Director of Operations

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