



Southwest Tennessee Electric
MEMBERSHIP CORPORATION

Job Title:	Facility Maintenance Technician	FLSA Status:	Non-Exempt/Hourly
Reports to:	Matthew Vestal Facilities Maintenance Supervisor	Pay:	TBD Minimum – Midpoint (hourly / non-exempt)
Training:	Provided	Travel Required:	Occasional travel required
Position Type:	Full-Time	Residency Requirement:	1-Hour
Location:	Corporate Headquarters 1009 East Main Street Brownsville, TN 38012	Date Posted:	September 22, 2026
		Posting Expires	October 6, 2026
Applications Accepted By:			
EMAIL: To: atipton@stemc.com or sdinkins@stemc.com Subject: Facility Maintenance Technician		ONLINE APPLICATION: www.stemc.com/careers	
Job Description			
POSITION SUMMARY Performs routine custodial and maintenance tasks, including troubleshooting and repairing mechanical, electrical, plumbing, and HVAC systems, performing preventative maintenance, and responding promptly to maintenance issues to minimize downtime, all in compliance with safety standards. Maintains the cleanliness of office building(s) to present a professional appearance to members, the public, and employees. The ideal candidate will have a strong technical background, excellent problem-solving skills, and the ability to work independently or as part of a team. Based in Brownsville, the position will also work at other STEMC offices located in Covington, Atoka, Jackson, and Henderson as needed (transportation between offices is provided). ROLES AND RESPONSIBILITIES 1. Primary a. Mail and Bank Errands – picks up morning mail from the Post Office; picks up bank bag and obtains change as needed by Member Services Representatives. b. General Cleaning – performs routine custodial care of the buildings, including floor and carpet care, trash collection, restroom cleaning and restocking, dusting, glass and			

water fountain cleaning, HVAC vent cleaning, and kitchen upkeep; sets up auditorium for scheduled meetings.

- c. Building Monitoring – monitors office lighting, replacing bulbs and tubes as necessary; reports any unusual or hazardous conditions observed in or around buildings or grounds.

2. Secondary

- a. Assists in checking material into warehouse and in keeping warehouse neat and orderly.
- b. Troubleshoot and repair mechanical, electrical, plumbing, and HVAC systems.
- c. Perform preventative maintenance.

PHYSICAL REQUIREMENTS

1. Ability to operate a motor vehicle
2. Sit/stand for long periods of time
3. Use general hand and power tools.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Strong attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently, exercise sound judgement, and maintain strict confidentiality.
- Required: High school diploma or equivalent

Minimum Required Experience, Knowledge, Skills and Abilities:

Must be familiar with standard cleaning and building maintenance techniques and materials.

Should be familiar with most common warehouse line items and their locations in the warehouse.

Must be able to use cleaning materials and tools properly.

Must have a valid driver's license and clean driving record.

One year's experience in janitorial work, preferred.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must be in good health and good physical condition with no physical defects.

Working Conditions:

Primarily inside work in heated/air-conditioned building. Required to drive between STEMC offices as directed. Normal 5-day, 40-hour work schedule. Overtime seldom.

BENEFITS

Full-time employees will receive an excellent benefits package, including health, dental, life, and long-term disability insurance, as well as 401(k) participation, paid vacation, sick leave, and holidays

IMPORTANT

This position description is not intended to be all-inclusive; other duties may be required as assigned. STEMC reserves the right to revise this position description as needed. This position description does not constitute a written or implied contract of employment.

Employment is contingent upon successful completion of employment authorization verification under Tennessee law.

Southwest Tennessee Electric Membership Corporation is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable law.

Southwest Tennessee Electric Membership Corporation participates in Tennessee's Drug-Free Workplace Program. Applicants will be required to submit to pre-employment drug testing.

Effective Date

07/27/2026