

# REEP Residential

## Make-Ready Technician – Job Description

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**Location:** On-Site

**Job Type:** Full-Time

**FLSA Status:** Non-Exempt (Hourly)

**Reports To:** Lead Maintenance Technician & Community Director

### Position Summary

The Make-Ready Technician is responsible for preparing vacant apartment homes for new residents in accordance with REEP Residential quality standards and established timelines. This role works closely with both the Lead Maintenance Technician and the Community Director to ensure make-ready counts are met, units are completed with quality workmanship, and deadlines are achieved. The position also supports overall property appearance, cleanliness, and operational readiness.

### I. Make-Ready & Turn Responsibilities

- Prepare vacant units for occupancy within company-established turn timelines.
- Complete painting, drywall repair, minor plumbing, minor electrical, and basic carpentry tasks.
- Perform full apartment trash-outs and removal of debris when needed.
- Replace fixtures, hardware, and appliances as necessary.
- Ensure units meet cleanliness and presentation standards prior to final inspection.
- Conduct detailed inspections to confirm unit readiness before move-in.

### II. Alignment with Management & Performance Standards

- Work in alignment with the Lead Maintenance Technician and Community Director to ensure make-ready counts are met.
- Maintain quality workmanship while completing units in a timely manner.
- Communicate unit status updates accurately and consistently.
- Support operational goals by meeting established productivity benchmarks.

### III. Grounds & Property Support

- Assist in keeping property grounds clean and free of debris.
- Help maintain pool areas, breezeways, and common areas in clean and presentable condition.
- Support curb appeal initiatives to maintain overall community appearance.

### IV. Professional Growth & Development

- Demonstrate willingness to learn new skills and maintenance techniques.
- Participate in company-provided training and courses.
- Seek opportunities for professional growth within the maintenance career path.

## V. Safety & Compliance

- Follow OSHA and company safety guidelines.
- Properly handle tools, equipment, and materials.
- Maintain a safe working environment for team members and residents.

## Core Qualifications

**Education:** High School Diploma or GED preferred.

**Experience:** 1–3 years of apartment make-ready or maintenance experience preferred.

## Physical Requirements

- Frequently lift and/or move up to 75 pounds.
- Stand, bend, kneel, crouch, and reach for extended periods.
- Climb ladders and stairs regularly.
- Work in indoor and outdoor environments in varying weather conditions.

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**Employment At-Will:** Employment with REEP Residential is at-will. This means that either the employee or the Company may terminate the employment relationship at any time, with or without notice, and with or without cause, subject to applicable law. Nothing in this job description shall be interpreted as creating a contract of employment.

*REEP Residential is an Equal Opportunity Employer. This job description is not intended to be an exhaustive list of duties. Management reserves the right to modify responsibilities as needed.*