



# HERRON PROPERTY MANAGEMENT

## Make Ready Technician Job Description

**Job Title:** Make Ready Technician

**Department:** Maintenance

**Reports To:** Maintenance Supervisor

**FLSA Status:** Non-Exempt (eligible for overtime)

### **SUMMARY:**

As our Make Ready Technician you will be responsible for maintaining a luxurious appearance of the apartment units to prepare a welcoming home for our residents to move in to. By maintaining all equipment and rental units, the Make Ready Technician will apply current and gained knowledge to display a luxurious and inviting community through the repair and installation of newly leased units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

- Thorough knowledge of painting, dry wall, and plumbing
- Check locks and keys, re-key if necessary
- Check weather stripping, replace/repair if necessary
- Check operation of doors and windows ensuring their secure and correct operation by testing them and repairing as needed
- Check condition of/clean carpet, floor tile, repair and/or replace any necessary
- Check walls, patch and/or repair as necessary
- Check electrical fixtures; replace unsafe lights, plugs, switches, etc.
- Check plumbing, hot water heater, drain lines, supply lines, faucets, toilet, tub, shower, repair when necessary

- Test smoke alarms, replace if defective
- Checks operation of appliances, report defective appliance to Maintenance Supervisor when unable to repair
- Change A/C filter, check coils, clean if necessary
- Caulk counter tops, sinks, bathtubs, etc. as needed
- Assisting the Maintenance team with work orders
- Basic knowledge of equipment functions, appliances and ladders
- Ensure all equipment is in working condition
- Understand layout of the property and awareness of equipment locations
- Communicate with the Maintenance Supervisor about unsafe or hazardous environments on the property
- Completing servicing requests that result in working both in and outdoors
- Deliver innovative ideas to eliminate hazardous conditions
- Prepare vacant apartments for market ready status through turn-over repairs and improvements
- Demonstrate the ability to multitask and prioritize
- Provide preventative maintenance and repair on A/C and other mechanical systems
- Performs on-call and after hours emergency services as required
- Provide residents with outstanding customer service
- Must have experience with installation of ceiling fans, wall sockets and minor plumbing and electrical
- May also do pressure washing and use paint spray guns
- Furniture and appliance installation and removal

#### **EDUCATION and/or EXPERIENCE:**

Education and experience include, but may not be limited to:

- High School Diploma or equivalent
- Exceptional safety skills
- At least 6 months of multi-family housing experience
- A/C, EPA or HVAC certification (a plus, not required)

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

**MATHEMATICAL SKILLS:**

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

**REASONING ABILITY:**

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

**COMPUTER SKILLS:**

Should be comfortable using Word, Excel, and email.

**PHYSICAL DEMANDS:**

Must be physically able to walk, stoop, kneel, carry and lift up to 60 pounds, and climb stairs easily on a multi-terrain property. Outdoor conditions will impact the majority of job tasks; must be able to withstand various temperatures and conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

**DRIVING/TRAVELING REQUIREMENTS:**

Occasional need (0% to 25% of the time) to utilize personal transportation. Must have a valid driver's license and current proof of automobile insurance.

**WORK ENVIRONMENT:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**ADDITIONAL REQUIREMENTS:**

A Make Ready Technician is to fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.