JOB DESCRIPTION: MAINTENANCE/MAKE READY

A MAINTENANCE/MAKE READY DUTIES AND RESPONSIBILITIES WILL INCLUDE, BUT WILL NOT BE LIMITED TO THE FOLLOWING TASKS:

**BASIC FUNCTIONS:**

- Responsible for helping to maintain the entire property in an attractive, comfortable condition.
- Assists in trash pickup on the property.
- Assists in all types of maintenance, when necessary and as requested.
- Assists in completing the turnovers/make-readies of vacant units, as requested.
- On-call in accordance with scheduling to handle maintenance emergencies from residents and property emergencies
- Assists with resident functions, as requested.

**RELATIONSHIPS:**

- Reports to Maintenance Supervisor and Property Manager on a regular basis, as directed.
- Maintains good relationship with other staff members, working with the Leasing Office and under the direction of the Maintenance Supervisor.
- Maintains good rapport with outside, contract vendors working on the property.
- Maintains good rapport with current and prospective residents.

**RESPONSIBILITIES:**

The activities listed below are not all inclusive; however, they are indicative of the types of activities normally performed by the Maintenance/Make Ready.

- Complete all duties regarding make-ready/vacant units.
- Service appliances, as requested.
- Services general plumbing and basic electrical needs of the property to include replacing/fixing toilets, light switches, garbage disposals, ceiling fans, etc.
- Rekey locks, as requested.
- Assists in maintaining inventory of tools, equipment and supplies.
- Replace burned out light bulbs, broken globes, etc., in units and throughout the exterior of the property, as needed.
- Performs corrective maintenance and satisfied residents’ needs following company procedures when performing service requests.
• Observes condition of apartment and reports any unusual circumstances (Size/number of pets, unauthorized occupants, illegal activity, etc.)
• Observes condition of property in general and reports any unusual circumstances.
• Makes regular inspection of the grounds, buildings, plumbing, electrical fixtures, appliances and major equipment, as directed.
• Should be familiar with location of power, water and gas turnoff valves, clean-out traps, fire extinguishers and fire hydrants on the property.
• Enters occupied apartments to perform necessary repairs.
• Cleans up thoroughly after performing work.
• Notifies Maintenance Supervisor and/or Property Manager, as directed, regarding any supplies necessary to complete service requests.
• Performs pool and spa maintenance, as directed.
• Follows company procedures regarding safety and emergencies.
• Attends employee meetings and training seminars, as requested.
• Wears company uniform and badge during work hours.

**BASIC QUALIFICATIONS:**

• High School diploma or equivalent.
• Above average written and oral communications skills.
• Ability to communicate effectively in the predominate business language, English.
• Reliable transportation.
• Valid Driver’s License.
• Provides/uses own tools.
• Uses good safety habits at all times.
• Neat, clean appearance.
• Compatible with wide range of people.
• Needs to be thorough, reliable, responsible, honest, organized, flexible and be service-oriented.
• Possesses basic knowledge of the following:
  o Electrical systems
  o Plumbing systems
  o Painting procedures

**BASIC PHYSICAL REQUIREMENTS:**

• Frequent lifting, carrying, pushing or pulling 20-50 lbs and constantly moving furniture, appliances and heavy machinery correctly and safely.
• Frequent climbing – ascending/descending ladders, stairs, scaffolding, ramps, poles, etc., in addition to using feet, legs, hands and/or arms.
• Body agility is important.
• Ability to maintain equilibrium is also important to prevent falling from high places or when walking, standing or crouching.
• Stooping – downward and forward by bending legs and spine at the waist, requiring full use of the lower extremities and back muscles.
• Frequent kneeling and bending legs at the knees to come to rest on one or both knees.
- Frequent crouching downward and forward by bending legs and back/spine.
- Frequent reaching by extending hand(s) or arm(s) in any direction.
- Frequent handling of various sizes and weights of items. Needs the ability to seize, hold, grasp turn or otherwise work with one or both hands. Fingers are involved only to the extent that they are an extension of the hands, such as to turn a switch or replace a light bulb.