



MAKE/READY TECHNICIAN

Reports to: Lead Service Technician and Community Director

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Make-Ready. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling Indio Management's objectives.

It is imperative that you review these duties, skills and physical requirements closely and that you understand that by signing the Job Description Acknowledgment, you are verifying that you can perform all the duties, have the skills and possess the physical abilities that are necessary to perform the job as described.

JOB BRIEF: In coordination with the Community Director and Lead Service Technician, The Make-Ready employee's primary responsibility is to ensure that all vacated apartments are thoroughly restored to "market ready" status in a timely manner and according to the Community Director's timetable.

QUALIFICATIONS

Must meet all physical requirements and be able to take direction.

DUTIES AND RESPONSIBILITIES

PREVENTIVE MAINTENANCE/SAFETY

- Checks and replaces exterior lighting on a regular basis.
- If certified for pool maintenance, cleans and maintains pool as directed.
- Maintains awareness of proper safety precautions at all times.
- Constantly observes condition of apartment community and immediately reports and/or initiates action to correct unsafe conditions.
- Maintains an awareness of utility meter cutoffs, apartment and fixture cutoffs, sewer cleanouts, etc.
- Ensures that storage areas remain locked when not in use.

GENERAL

- Conduct all business in accordance with company policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.
- Inspects vacated apartments and completes checklists in regard to make-ready. Informs Lead Service Technician and Community Director of needed services and repairs.



- Routinely performs the following duties in order to restore apartment to "market ready" status:
 - Replaces or repairs windows, latches, screens, hinges, sliding glass doors, shelves, baseboards, mirrors, closets.
 - Checks applicable appliances and informs senior maintenance technician of problems.
 - Assists in changing or removing appliances from apartment.
 - Makes keys when necessary.
 - Checks faucets sink plugs and repairs/replaces as necessary. Replaces washers when needed.
 - Performs interior repairs to sinks, bathtubs, etc., when warranted.
 - Assists with painting duties when requested. Transfers paint from storage areas to apartment units when painting is scheduled.
 - Repairs or replaces curtains, mini-blinds, ceiling fans, etc.
 - Repairs plaster holes in walls, paints as necessary.
 - Inspects bathroom tiles, performs minor repairs/replacements.
 - Changes A/C filters.
 - Performs "trash-out" duties at vacated apartments on a daily basis. Removes all abandoned furniture, trash, boxes, etc. Transfers to dumpster or storage areas, whichever is applicable.
 - Replaces vacancy lock (if applicable) on day lock is changed for new resident for move-in. Also changes out mailbox lock when requested (if applicable).
- Assists in keeping grounds clean at all times.
- Assists maintenance when requested.
- Reports supply needs to Community Director and/or Lead Service Technician.
- Performs other tasks as assigned by Community Director and/or Lead Service Technician.
- Completes minor and routine service requests when directed by the Community Director and/or Lead Service Technician.
- Follows procedures when service requests are performed.
- Performs work area cleanup and safety-related duties.
- Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels as circumstances warrant.
- Performs any additional duties as assigned by the Community Director.

PHYSICAL REQUIREMENTS

- Constant need (66% to 100% of the time) to be on feet.
- Have constant need (66% to 100% of the time) to perform the following physical activities:
 - Bend/Stoop/Squat/Kneel
 - Perform routine maintenance/repairs, pick up debris
 - Climb Stairs: Service requests, make-ready needs for 2nd and 3rd floor apartments.



- Push or Pull: Move equipment, furniture, appliances, open and close doors, etc.
- Reach Above Shoulders: Perform routine maintenance/repairs, stock and remove equipment, parts, etc.
- Climb Ladders: Perform routine maintenance/repairs.
- Grasp/Grip/Turning: Handle tools and equipment, perform routine maintenance/repairs
- Finger Dexterity: Handle tools and equipment, perform routine maintenance/repairs
- Lifting/Carrying (supplies, blowers, ladders, etc.):
 - Over 150 pounds: Rare Need (less than 1% of the time)
 - 75-150 pounds: Occasional Need (1% to 33% of the time)
 - 25-75 pounds: Frequent Need (33% to 66% of the time)
 - 1-25 pounds: Constant Need (66% to 100% of the time)
- Writing: Inventory maintenance, requisition, requests, required maintenance reports.

NOTE: Lifting and carrying weights exceeding 50 pounds is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include washers/dryers, refrigerators, A/C units, abandoned sofas, etc.

VISION REQUIREMENTS

- Constant need (66% to 100% of the time) to observe areas needing attention/correction. Read cautionary labels, respond to written instructions from staff.
- Frequent need (33% to 66% of the time) to see things clearly beyond arm's reach. Observe and assist in general maintenance; observe problems throughout the community.

HEARING REQUIREMENTS

- Not essential. Frequent need (33% to 66% of the time) to receive instructions from community management. Written instructions should be acceptable.

SPEAKING REQUIREMENTS

- Constant need (66% to 100% of the time) to communicate with staff and clients.

WORKING ENVIRONMENT

- Indoors (66% to 100% of the time). Occasionally outdoors (1% to 33% of the time).
- Occasional exposure (1% to 33% of the time) to paint fumes, solvents, adhesives, etc. Example: apartments during/after make-ready.
- Frequent need (33% to 66% of the time) to work in awkward and confining positions.

REASONING DEVELOPMENT

- **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.