

Make-Ready Tech

As a Make Ready Technician your primary responsibility is to ensure that all vacant apartment units are restored timely to market-ready status. This position will also perform general repairs and assist in the overall maintenance of the interior and exterior of the property.

Maintenance Duties

- Repairs/replaces light bulbs, globes or fixtures
- Repairs/replaces windows, latches, and screens, hinges, sliding glass doors, shelves, baseboards, mirrors and closets.
- Assists in the repair/replacement/removal of appliances.
- Repairs/replaces faucets, sink plugs, washers.
- Repairs/replaces curtains, mini-blinds, ceiling fans.
- Repairs plaster; paints as necessary.
- Repairs/replaces sinks, bathtubs, showers.
- Repairs/replaces flooring materials.
- Picks up exterior & interior litter; empties and sanitizes trash containers.
- Repairs/replaces any apartment material/maintenance requests within scope of management responsibility.

On-Call and Emergencies

- Shares on-call responsibilities with the maintenance team; responds to resident service requests within 24 hours.
- Assists with hazardous weather problems, fires, floods, snow removal, freezes, etc.

Certifications/Knowledge:

- HVAC certification preferred (most industry certifications accepted) or ability to obtain
- E.P.A Certification preferred (Type II – domestic HVAC systems) or ability to obtain
- E.P.A 410A certification preferred or ability to obtain
- CPO (Certified Pool Operator) preferred or ability to obtain
- Working knowledge of Microbial Growth preferred
- Working knowledge of building maintenance, repair, and preventative maintenance programs, irrigation and pool systems, large and small appliance repair

Apply here or email résumé to Vicky.walton@expresspros.com