

***Title: Make Ready***

***FSLA: Non-exempt***

**Purpose:** To efficiently perform all necessary maintenance in vacant apartments to ensure market ready move-ins.

**Reports to:** Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

**Qualifications:**

- Must have average communication skills to be able to understand and follow directions.
- Prefer knowledge of general maintenance, make-ready procedures, pool maintenance and general grounds care.
- Valid driver's license.

**Special Licenses or Certificates Required:** None

**Essential Functions:**

- Makes and/or assists with general appliance repairs, carpet repairs and minor A/C and electrical repairs.
- Performs and/or assists with carpentry work, painting and plumbing duties as required.
- Installs appliances and electrical fixtures as required.
- Handles designated service requests within 24 hours.
- Moves appliances, with assistance, using appliance dolly.
- Installs, repairs and re-keys deadbolt locks.
- Assists maintenance in maintaining a clean and orderly shop.
- Adheres to company key procedures.
- Participates in an ongoing property improvement plan and preventative maintenance program.
- Reports any maintenance problems.
- Assists with resident functions as required.
- Must be prompt, on time to work and have good, regular attendance.
- Adheres to and complies with company safety policies and rules and wears personal protective equipment (PPE) as directed. Adheres to OSHA safety standards that are applicable for the safe performance of job.
- Maintains courteous and helpful demeanor with residents, prospective residents, co-workers, vendors, etc.
- Must have mode of communication in which to be contacted at home and to respond in cases of emergency.
- Works on-call, overtime, weekend, holiday and evening work as required.
- Wears company uniform with Concierge ID badge during work hours.

Essential Functions (continued):

- May be transferred or assigned to work at another CAM property.
- Acts as a team member with all employees of the management staff.
- Complies with all policies as outlined in the CAM Operations Manual.
- Performs other duties as assigned by Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

Physical Requirements:

- Frequently lifts and carries up to 45 pounds (i.e. 5 gallon paint can).
- Occasionally lifts and carries up to 80 pounds (i.e. bag of concrete).
- Pushes and/or pulls (appliances) using appliance dolly up to 200 pounds.
- Moves objects from one floor to another.
- Frequently bends/stoops, climbs stairs, kneels, balances, reaches above shoulder height, walks and twists.

Equipment and Materials Used:

- General hand tools
- Electric power tools
- Appliance dolly
- Ladders including extension ladder
- A/C cleaning chemicals
- Paint Sprayer
- Shampoo Machine

Environmental Demands:

Indoors: 75%

Outdoors: 25%

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, not permanent and it may be modified at any time. At the request of their Supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)