



**HABC Main Office / San Antonio, Texas 78202  
(210) 225-0071 Fax (210) 231-2022**

**POSITION DESCRIPTION**

|                     |                                     |                       |                          |
|---------------------|-------------------------------------|-----------------------|--------------------------|
| <b>TITLE</b>        | Make Ready (Maintenance) Technician | <b>SEND RESUME TO</b> | Jamie.flechas@habctx.org |
| <b>SUPERVISOR</b>   | Regional Maintenance Supervisor     | <b>DEPARTMENT</b>     | HABC Main Office         |
| <b>REGULAR/TEMP</b> | TEMPORARY, 3-6 Months               | <b>FULL/PART</b>      | Full-time                |

**Position open until filled**

**Job Description:**

- Responsible for helping to maintain the entire property in an attractive, comfortable condition.
- Assists in trash pickup, bulk pick, Laundry facilities trash, pool maintenance and curb appeal on the property.
- Assists in all types of maintenance, when necessary and as requested.
- Complete the turnovers/make-readies of vacant units, as requested and in a timely manner.
- On-call in accordance with scheduling to handle maintenance emergencies from residents and property emergencies
- Assists with resident functions, as requested.
- On call required

**Responsibility:**

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 as assigned by Maintenance Supervisor and /or Property Manager.
- Assist during trash-out of the apartment, moving heavy bulky items to designated property location.
- Inspect vacated apartments and complete Make-Ready checklist before beginning turn over.
- Replace or repair window screens, latches, hinges, shelving, baseboards, mirrors, closets doors, mini-blinds, ceiling fans, lights, etc.
- Check faucets, sink plugs and repair/replace as necessary.
- Services general plumbing and basic electrical needs of the property to include replacing/fixing toilets, light switches, garbage disposals, ceiling fans, etc.

- Make new keys when requested. Replace vacancy lock (if applicable) on day lock is changed for new resident move-in.
- Assists in maintaining inventory of tools, equipment and supplies and report any supplies needed to Maintenance Supervisor and / or Property Manager.
- Replace burned out light bulbs, broken globes, etc., in units and throughout the exterior of the property, as needed.
- Service appliances, as requested.
- Performs corrective maintenance and satisfied residents' needs following company procedures when performing service requests.

**Supervision:**

The employee receives instructions from the Maintenance Supervisor or designee, and may include the Property Manager, Regional Maintenance Supervisor or Executive Director of the Housing Authority, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines and priorities are generally set by the Maintenance Supervisor directed by the Property Manager or designee, and the employee's progress is monitored regularly. The employee's work is reviewed generally for quality and completeness.

The employee does not have supervisory responsibility; however the employee support to the Maintenance Supervisor, Property Manager, or the Executive Director of the Housing Authority

**Responsibility for Confidential Matters:**

The employee will not have access to sensitive information, including tenant identification information, EIV, SSN's, financial information, criminal history records, credit history, and tenant wage records., However, if such information is provided The employee must ensure all confidential information is secured at all times.

**Guidelines:**

The employee follows established maintenance make-ready procedures and practices, and service manuals in performing assigned tasks. If a situation not covered by guidelines arises, the employee consults the Property Manager or designee for guidance.

**Complexity:**

Work performed by the employee is mostly routine and repetitive in nature. Occasionally, some tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

**Scope and Effect:**

The employee's work primarily affects the daily operation of the community and that of the tenants and HABC staff of the Bear Springs Apartments.

**General Contacts:**

The employee's personal contacts are primarily with Supervisor of Maintenance, Property Manager and other property staff. The purpose of these contacts is to give and obtain information necessary to conduct the make-ready tasks efficiently and safely, and to document all actions. Conditions under

which contacts occur can range from normal too stressful in an emergency situation, such as power failure or water leak, as physical assistance may be needed.

**Mental and Physical Abilities:**

The mental and 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 individuals with disabilities to perform the essential functions.

**Education and Experience:**

**Required**

High school diploma or G.E.D.; 12 months related experience; or equivalent combination of education and experience preferred. Education or experience in apartment or vocational training and/or experience in areas of general repairs, property make-ready, carpentry, plumbing and electrical repairs.

**Preferred**

High school diploma or G.E.D.; 24 months related experience or training; or equivalent combination of education and experience. Make-ready experience and Fair Housing Knowledge. Certification preferred but not required. Language skills in English and Spanish.

**Certification and Licensure:**

- Bondable.
- Valid Texas driver's license.
- Eligible for coverage under Housing Authority fleet auto insurance.
- Electric and Pool Certifications preferred but not required.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of safety, techniques, methods, materials and equipment used in plumbing, carpentry and electrical repairs, and in the repair of household appliances.
- Thorough degree of skill in one or more tradecrafts and working knowledge of all maintenance crafts.
- Skill in the use of various hand and power tools and test equipment
- Ability to read and write in English.
- Ability to read and understand repair manuals and instructions/warnings on cleaning agents; and ability to write make-ready punch sheet, and maintain supply inventory sheet.
- Ability to establish a professional and maintain effective working relationships property staff, including Property management and with other Housing Authority management and employees.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 30 pounds, and on occasion lift and/or move up to 75 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee will use his personal hand tools on the job.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dangerous heights, dangerous chemicals and skin irritants (e.g. cleaning solutions, solvents, insecticides), dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Stressful situations may occur when dealing with the public. The employee uses goggles, gloves, masks, waist support belts, safety boots, and other safety equipment.

This job description is subject to change and in no matter states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.

**Position open until filled**

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.