

## **Make Ready Technician**

*Assist and works under the direct supervision of the Service Manager. Performs necessary repairs and preventative maintenance on apartment units as they become vacant. Maintain an adequate stock of market ready units for occupancy. May assist as required and assigned painting of units, office, clubhouse common areas and occupied units.*

### **Major Accountabilities:**

- Completing service punch on units
- Completing assigned service request in 24 hours
- Reporting and following up with Service Manager on work completion
- Clear and effective communication with team members and residents
- Maintain company safety standards
- Maintaining communication with the Service Manager
- Accurate recordkeeping
- Keeping shop organized and keeping an adequate supply of parts
- Completion of assigned service request
- Rotation of after hours on-call schedule

### **Desired Prerequisites:**

- High School Diploma, or equivalency
- 1 year work related experience
- Cell phone, tools and vehicle to complete job responsibilities
- Computer skills including email, word, and excel (prefer Yardi knowledge)

### **Preferred Attributes:**

- Positive attitude promoting team work and career oriented goals
- Punctual, dependable, self-starter
- Ability to multi task
- Hands on skills as associated with a multi-family site

### **Benefits:**

- Competitive hourly rate
- Medical, dental and vision insurance available
- 401(k) with generous company match

### **About Billingsley Company:**

Founded in 1978 by Lucy and Henry Billingsley, the organization expertly builds, owns and manages its properties, ensuring long-term client, resident and partner return.

Specializing in master-planned developments and principles of new urbanism, each Billingsley property signifies technology, convenience and a vast array of amenities aimed to attract and retain tenants, residents, visitors and employees. These amenities include art, sculpture, parks, trails and outdoor public spaces.

Delivering smart design integrated with artistic works and natural spaces, Billingsley Company's developments are life-enhancing communities in which to work, live, play, shop and dine.