
MAINTENANCE TECHNICIAN JOB POSTING

The Mission of **Prism Real Estate Services, LLC™** is to improve the lives of people in our communities, one property at a time. We are a Kansas City based property management group seeking a motivated team player to be responsible, under the direction of the Property Manager and/or Head of Maintenance, for the overall maintenance of the physical property.

Duties and Responsibilities

- Maintain a professional image and attitude in keeping with the objectives of Prism Real Estate Services (PRES) and residents' welfare.
- Report to the Property Manager and/or Head of Maintenance each morning to communicate daily needs of the property and receive daily assignments.
- Report any observed problems in units or on the property to the Property Manager.
- Keep or ensure grounds, garbage container areas, hallways, garages and/or parking lots in a neat and orderly manner.
- Maintain and periodically analyze work orders for consistent patterns or long-term maintenance concerns.
- Regular maintenance of the building exteriors, building interiors and common areas directed by the Head of Maintenance and include but are not limited to pressure-washing as needed, painting and maintenance of all building systems such as gutters and downspouts, roof drainage systems, French drain systems, surface water management systems, fire alarm systems, fire extinguishers, fire sprinkler systems, signage, laundry centers, playgrounds, tennis courts, sports courts, and any other common areas, etc.
- Perform a wide variety of electrical, plumbing, carpentry, and preventative maintenance tasks, as needed/requested.
- Maintenance staff should control for pests such as wasps, bees and fleas (unless the nest is too large and presents a danger to the staff and/or resident). All other pest control needs, e.g., rodents, cockroaches, silverfish, ants, etc., should be assessed and taken care of by a professional pest control vendor.
- Vacant units are to be turned and made market ready within 1-3 days of the prior resident's moveout depending on work required.
- The Head of Maintenance and Maintenance Technician must be available to take emergency calls on a 7-day rotating basis.

Skill Requirements

- Knowledge of HUD regulations regarding housing quality standards and other maintenance related standards.
- Knowledge of the physical layout of the site.
- Knowledge of building and grounds maintenance, including standard practices, methods, tools, materials, electrical, plumbing, HVAC, painting, carpentry, and grounds keeping.
- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of occupational hazards and appropriate safety precautions.
- Ability to analyze information from inspections in order to determine the maintenance needs, and the quality of maintenance services provided.
- Ability to develop plans and procedures for efficient and timely completion of work.
- Ability to maintain records in an orderly fashion.
- Ability to communicate effectively orally and in writing.

Member of



3119 Merriam Lane
Kansas City, KS 66106
O 913.674.0438 F 913.254.3574
www.prismres.com

Qualifications for this Position

- High school education or equivalent.
- Experience in multifamily maintenance and experience involving public contact.
- Maintenance personnel must provide tools needed to perform routine maintenance tasks.
- Willingness to pitch in and work in areas other than repairs and maintenance; i.e. janitorial, custodial, gardening, painting, etc.
- Physical aspects of the job may require heavy (50 pounds) lifting, bending, kneeling, stooping, climbing, balancing, and carrying.
- HVAC Certified, where applicable.
- Valid driver's license and up to date vehicle insurance.
- Use of personal automobile for local job-related travel and pick-up, or ability to drive pickup truck and van.
- Neat, clean and appropriate appearance, according to the Prism Employee Handbook guidelines.
- Meet Criminal Background & Credit Check, prior to employment

We offer competitive salary, excellent benefits, fun work environment, responsive management and an opportunity to grow.

EEO Employer; it is our company policy to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, citizenship status, sexual orientation, gender identity or any other legally protected category.

NOTE: This job posting should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

Member of



3119 Merriam Lane
Kansas City, KS 66106
O 913.674.0438 F 913.254.3574
www.prismres.com