



CONSTRUCTION CREW JOB DESCRIPTION

Scope and Purpose

The Mission of Prism Real Estate Services, LLC™ is to improve the lives of people in our communities, one property at a time. To be responsible, under the direction of the Director of Principal Construction, for the overall construction renovation of the physical property. Because of the importance of assuring the successful management of the construction staff, the construction crew member must be trained to perform the duties of maintenance technician and provide support and cooperation in completing all work items. Above all else, the spirit of teamwork and cooperation with other team members will not only improve the job you do, but enhance the entire work experience.

Duties and Responsibilities

- Maintain a professional image and attitude in keeping with the objectives of Prism Real Estate Services (PRES) and Principal Construction (PCG) and residents' welfare.
- Report to the Construction Supervisor each morning to communicate daily needs of projects and receive daily assignments.
- Report any observed problems in units or on the property to the Director of PCG and/or Construction Supervisor and/or Property Manager.
- Wear uniform shirt and identification as provided/directed by the Director of Principal Construction and/or Construction Supervisor. Jeans or khaki pants may be worn that are in good condition and free of dirt, paint and holes. Work boots and/or tennis shoes may be worn; however, sandals are not allowed. Refer to PRES Employee Handbook.

Physical Requirements

Physical aspects of the job may require heavy (50 pounds) lifting, pushing, pulling, bending, kneeling, stooping, climbing, balancing and carrying.

Grounds and Curb Appeal:

- Keep or ensure grounds, garbage container areas, hallways, garages and/or parking lots in a neat and orderly manner, not allowing any trash or debris to accumulate. Patrol these areas every morning and continually throughout the day. Depending on the property, you may be required to vacuum and/or blow hallways, parking areas and/or breezeways as necessary. The direct supervisor will determine the frequency of these duties. Some properties may require these tasks daily.
- Assist management/leasing staff with curb appeal which may include detailing model units, putting out balloons, banners, a-boards, etc.
- Oversee and assist all work associated with the upkeep of the grounds.

Work Orders

- Maintain and periodically analyze work orders for consistent patterns or long-term maintenance concerns.
- Always report questionable activity, unsanitary conditions, unauthorized occupants and/or pets to the Property Manager.

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Building & Common Area Maintenance

- Regular maintenance of the building exteriors, building interiors and common areas directed by the Construction Supervisor and/or Director of Principal Construction 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.
- When requested, participate in annual inspection of units to determine the need for preventative and restorative repairs.
- Perform a wide variety of electrical, plumbing, carpentry, preventative maintenance tasks, and renovation tasks, as needed/requested.
- Construction 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.
- Empty lint filters in common area laundries at least once per week.

Parking Areas

- Parking areas are to be maintained in a clean and safe manner. Speed bumps, fire lanes and parking stalls should always be crisply painted. Any potholes should be addressed immediately with cold patch, with larger jobs being bid by asphalt contractors.

Inventory, Tools & Supplies

- The Construction staff should supply their own basic tools such as a hammer, screwdrivers, drill, etc. Specialty tools used for property purposes may be purchased with the approval of the Construction Supervisor and/or Director of Principal Construction.
- Maintain property-owned materials and tools in a neat and orderly manner at all times. Maintain a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies shall be cleaned up and stored appropriately.

Turnovers

- During the 3rd week of every month, pre-inspect any units on notice to vacate and assess what maintenance supplies will be necessary to return the units to market ready status. Prepare a supply order in writing and turn it in to the Property Manager and/or Director of Principal Construction for order placement and approval.
- At the discretion of the Property Manager and/or Director of Principal Construction, and depending on size of property and number of turnovers, construction personnel may be required to paint units.

Vehicle Use/Mileage Supply Transport

- A few properties may have either a maintenance vehicle or maintenance golf-cart. These vehicles are to be driven only by approved licensed drivers with a clean driving record. These vehicles are to be used on the property only for the transport of supplies. Residents are not allowed in or on the vehicles at any time. The vehicles are to be maintained in a neat and orderly manner at all times. Abuse or misuse of vehicles may cause the elimination of the vehicle and/or revocation of driving privileges.
- For those properties that do not have a vehicle provided to transport supplies, other carts, dollies or similar apparatus may be used. Mileage for travel **on the property** is **not** reimbursed.
- Mileage is paid through payroll.

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Skill Requirements

- Knowledge of the principles of management and supervision.
- Knowledge of HUD regulations regarding housing quality standards and other maintenance related standards.
- Knowledge of the PRES policies and procedures.
- 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 administer a comprehensive maintenance program for a public housing site.
- 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.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public.
- Ability to prepare recommendations and reports, as required.
- Ability to read, understand and work from sketches and blueprints.
- Ability to understand oral and written instructions.

Qualifications for this Position

- High school education or equivalent.
- Experience in multifamily maintenance and construction, and experience involving public contact.
- Construction personnel must provide tools needed to perform construction projects and routine maintenance tasks.
- Some type of formal training or experience in the following areas: carpentry, light plumbing work, light electrical work, painting, refurbishing and PRES "Maintenance Test".
- Willingness to pitch in and work in areas other than construction and rehab; i.e. repairs and maintenance, janitorial, custodial, gardening, painting, etc.
- Physical aspects of the job may require heavy (50 pounds) lifting, bending, kneeling, stooping, climbing, balancing, and carrying.
- 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.
- Meet PRES Criminal Background & Credit Check, prior to employment
- Successful completion of Grace Hill Fair Housing workbook, upon employment
- Successful completion of OSHA Refresher Program, upon employment
- Successful completion of eRiskHub On-line Security Training Program, upon employment
- Continuing Education: Lezage Training Program

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

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