

## FIX Jr. Tradesman Position

We are looking for a skilled, motivated, and organized Jr. Tradesman with experience. Someone who can work directly with customers to successfully complete projects and open the door to future work. Excellent customer communication and independent work skills are required.

### **Job Responsibilities:**

- Complete repairs, remodeling, and home improvement projects
- Communicate with customers about scope of work, cost estimates, manage expectations
- Insure the efficient use of materials and maintain adequate stock of necessary equipment
- Compile and prepares project correspondence; maintains data; assists with record maintenance using project management software systems
- Assist with the preparation, monitoring and submission of project schedules using various scheduling software.
- Responsible for obtaining previous days' time/production sheets and required paperwork from the field.
- Prepare estimation requests for prospects
- Perform special projects and other duties as assigned.

### **Requirements:**

- An Associate Degree in construction management, construction technology, or civil engineering, or 2+ years of paid construction project
- Skilled with experience in maintenance/repair and remodeling
- Strong skills in plumbing and electrical work preferred
- Must be highly organized and capable of multi-tasking in a fast-paced work environment.
- Excellent oral and written communication skills as well as strong ability to read and understand construction plans, "blueprints", drawings, and specifications.
- Must be detail-oriented and capable of following basic instructions
- Must be able to provide excellent customer service
- Must have own basic tools
- Must be able to lift 50+ lbs. repeatedly throughout the day
- Must have a valid driver's license and reliable transportation
- Ability to navigate technology i.e. smart phone or tablet

The **best** way to apply for this job is send your resume by email to: [alli@thecaway.com](mailto:alli@thecaway.com)