

CBRE

Job Description

Property Condition Assessor

JOB SUMMARY

Prepares Property Condition Reports (PCR) complete with estimated costs to remedy the physical deficiencies observed by a professional in architecture, engineering or construction management.

Type of Assets: Multiple tenant commercial retail, warehouses, industrial

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares Property Condition Reports (PCR)

Conducts walk-through surveys to assess condition of mechanical, electrical and plumbing systems, structure and foundations, interiors, common areas, exterior walls, windows, roofs, and site work improvements. Interview property owners, occupants, key site personnel and local government officials to obtain information concerning the subject property's condition.

Review repair/improvement cost information, certificate(s) of occupancy, maintenance reports and logs, Building and Fire Department inspection reports, and similar information to determine the condition of the building.

Takes document photographs of representative systems, conditions, and physical deficiencies.

Prepares estimated costs to remedy building deficiencies.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibilities in this position.

Provides informal assistance such as technical guidance, and/or training to coworkers. May coordinate and assign tasks to co-workers within a work unit and/or project.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's Degree (BA/BS) in architecture, engineering or construction management and a general understanding of all building systems: site work, structural, building envelope, and MEP.

COMMUNICATION SKILLS

Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information.

FINANCIAL KNOWLEDGE

Requires knowledge of financial terms and principles.

Ability to calculate intermediate figures such as percentages, discounts, and/or commissions.

Conducts basic financial analysis.

REASONING ABILITY

Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires intermediate analytical and quantitative skills.

OTHER SKILLS and/or ABILITIES

Advanced knowledge of computer software and hardware (i.e. Microsoft Office Suite Products).

Excellent time management and organizational skills. The position requires simultaneously managing electronic deliverables for several ongoing assignments. Ability to travel up to 25% of the time

SCOPE OF RESPONSIBILITY

Decisions made with understanding of procedures and company policies to achieve set results and deadlines. Responsible for setting own project deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor.

An additional requirement for this role is the ability to comply with COVID-19 health and safety protocols, including COVID-19 vaccination proof and/or rigorous testing.