

# FNAME LNAME

145129 St. James Circle 1<sup>st</sup> #Fl ~ Morristown, New Jersey 00000  
(000) 000-0000 ~ [Fname.Lname@gmail.com](mailto:Fname.Lname@gmail.com)

---

## FACILITIES MANAGER

Highly accomplished and seasoned Facilities Manager with the ability to handle operational and maintenance responsibilities within multimillion-dollar facilities. Decisive leader with proven success in streamlining business processes, implementing cost control measures, and enhancing operational efficiency. Direct responsibility for proposal management, cost estimating and contract administration. Adept in performing within dynamically changing environments requiring focused decision-making. Exceptional interpersonal communicator and pragmatic problem solver; empowers employees with a 'get things done' attitude.

### AREAS OF EXPERTISE

- Operations Management
- Facilities Management
- Safety Management
- Cost Control
- Budgeting
- Required Licensing
- Innovative Leadership
- Strategic Planning
- Change Management
- Organizational Management
- Capital Improvements
- Inspection Deficiencies
- Staff Supervision
- OSHA Compliance
- Vendor Relations
- Process Improvements
- Preventive Maintenance
- Employee Retention

### EDUCATION

Name of High School

### PROFESSIONAL BACKGROUND

**LEAD SALES REPRESENTATIVE – Grassland Design Group, New York City, NY** (2009 – 2010)  
**FACILITIES MAINTENANCE – Public Library, Jamaica, NY** (2004 – 2008)  
**SHIFT ENGINEER – Northwestern University, Hackensack, NJ** (2003 – 2004)  
**MAINTENANCE MANAGER – Montgomery Property Management, Inc., Jersey City, NJ** (2000 – 2003)  
**MAINTENANCE SUPERVISOR – Brooklyn Housing Authority, Brooklyn, NY** (2000)  
**SUPERVISOR – WATCO Properties and Management, Glendale, NJ** (1991 – 1999)  
**BUILDING SUPERINTENDENT – Center Towers Urban Renewal, Morristown, NJ** (1996 – 1998)

- Managed Critical and Base Building HVAC Equipment, Central Heating/Cooling Plants, Boilers, Condensate Vacuum Systems, Cooling Towers, Critical and Normal Power Electrical Systems, Lighting Systems, Domestic Water and Gas Systems, Elevators, Building Automation Systems, Fire Safety Devices/Procedures, Tennant and Outside Vendor Relations, Employee Training, MSDS and Indoor Environmental Programs, and Preventive Maintenance Programs.
- Supervised/operated Cleaver-Brooks low-pressure boilers; directed maintenance of pumps valves, piping, circulating pumps and motors.
- Directed boiler operation and maintenance of up to 46 boilers in 28 buildings comprising 1,463 Units. Supervised boiler crews, plumbers, electricians and landscaping crews.
- Led and supported up to 25 employees, including 13 unionized building engineers responsible for daily operations and maintenance of buildings and building support systems, including asbestos abatement, plumbing, electrical, roofing, locks, hardware, carpentry and painting.
- Supervised maintenance technicians for a 26 story luxury high-rise with 283 units and commercial spaces; complied with fire department regulations, city and state elevator inspections.
- Supervised/performed emergency on-call activities including burst pipes, lock-outs and electrical emergencies; assisted fire department with elevator rescues and provided emergency access for police and paramedics.
- Determined preventive maintenance scheduling intervals and executed safety management efforts.
- Ensured timely completion of work orders, repair requests and maintenance/inspection punch list items.
- Acted as a liaison between the Executive Director and vendors/contractors on completion of all capital projects.
- Managed employee hiring, evaluations, lay-offs and terminations. Assisted Human Resources with arbitration hearings and management/union issues.

# FNAME LNAME

Page 2 of 2

---

- Established the building energy conservation programs, including efficient lighting, maintained heat, light and power within budgeted guidelines. Implemented water conservation measures including installation of low volume shower heads and mixing valves.
- Conducted Black Seal Low-Pressure Boiler Operator classes to prepare students for the New Jersey State Black Seal Examination.
- Supervised and trained staff in performing at optimal levels. Ensured compliance with engineering procedures and standards.
- Handled contract compliance management and quality control initiatives.
- Streamlined business processes, enhanced operational efficiency, and introduced process improvements.
- Controlled purchasing and maintained the availability of an adequate inventory of tools and consumables necessary to operate the facilities. Established inventory record keeping.

## **CERTIFICATIONS & LICENSES**

New Jersey Black Seal Boiler Operator License  
New Jersey Class "B" CDL with Air Brake  
Hazardous Material and Tanker Endorsements  
Passed NJCU and JCFD tests for Fire Safety Manager in Hi-Rise Buildings  
NY-P99 Con Low PSI Oil Burner License  
W 12 Sprinkler System Maintenance  
Passed test for F97 License - Standpipe/Fire Pump/Roof Tanks  
Universal CFC License  
New Jersey Blue Seal Refrigeration License.