

# ROBERT SMITH

## Assistant Facility Manager

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Skilled Assistant Facility Manager with over 16 years of experience in maintenance, installation, renovation, and light construction. Experience running large maintenance crews, handling vendors, contractors and delegating workloads to accomplish the task at hand. Seeking a position in the maintenance field where I can utilize my skills and experience.

## EXPERIENCE

### Assistant Facility Manager

#### Westhab Inc - 2000 - PRESENT

- Worked hard to ensure that our buildings comply with all county, state, and federal guidelines regulating health and safety.
- Enforced a very proactive preventive maintenance program to care for the upkeep and management of the facilities, grounds and our scattered site apartments.
- Responsible to guide, train and exercise oversight of the maintenance and custodial staff, in regards to safety, and health guidelines.
- Administered work schedules for the various maintenance and custodial crews that worked in the facilities department.
- Conducted hqs and pre-cvr inspections throughout our portfolio to make sure we were meeting all health and safety practices.
- Put together a scope of work for apartment turnovers and renovation projects.
- Responsible for coordinating staff for snow plowing and overnight coverage during snow storms.

### Assistant Facility Manager

#### ABC Corp - 1995 - 2000

- Met with property management and casework staff regularly to ensure that proper housing standards were implemented and maintained.
- Responsible for interviewing potential employees, guiding their growth, and implementing a progressive discipline program including if necessary termination.
- Conduct annual employee evaluations and responsible to ensure the employee work on reaching stated performance goals.
- Track employee performance through completed work orders and quality of work.
- Facilitated weekly team meetings and conducted monthly diversity training presentations for over thirty staff members.
- Made sure that company tools and equipment was well maintained and accounted for and replaced such as necessary.
- With direction from the facility manager, conduct interviews for each

attendant applicant and make seasonal hiring decisions.

## **EDUCATION**

- Regents Diploma - 1996(EVANDER CHILDS HIGH SCHOOL )Management  
- (WESTHAB MANAGEMENT INSTITUTE )Arch Welding - (SOUTHERN  
BOCES TECHNICAL SCHOOL )

## **SKILLS**

Facility Management, Maintenance, Supervision.