ROBERT SMITH

Sr. Building Superintendent

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Expert knowledge of techniques, policies and procedures required for the successful management, maintenance and repair of buildings and grounds. Over 25 years experience in the construction trade industry.

EXPERIENCE

Sr. Building Superintendent
ABC Corporation - JUNE 2008 – MAY 2011

- Maintained 2 high rise residential buildings with a totaled of 214 units.
- Supervised a group of 10 technicians engaged in building maintenance to ensure the completion of assigned task.
- Planned and assigned work orders, supervised and participated in carpentry, painting, plumbing, electrical, masonry, mechanical work and grounds work.
- Supervised and participated in the operation, maintenance, and repairing of boilers and building air conditioning units.
- Instructed subordinates on proper work procedures, safety rules and procedures, use and care of equipment.
- Maintained effective working relationships with subordinates, tenants and tenant association, vendors, local government officials and the general public.
- Responded to questions and complaints, maintained open communication with superiors.

Building Superintendent
ABC Corporation - 2003 – 2008

- Included Responding to all maintenance calls, reparing apartments for section 8 inspections and new tenents and basic maintenance on grounds.
- Maintain a working knowledge of policies and procedures and their proper application General carpentry including installing sub-floors.
- Laying vinyl & linoleum tiles replacing wood trim and plywood on the exterior of the buildings, repairs and installing sheetrock using plaster and compound Basic electrical repairs including changing switches, outlets and lighting, fixture.
- Replacement and installation of GFI outlets & minor wiring repairs.
- replacing light bulbs, smoke detectors, photocell light controls Plumbing repairs included Drain cleaning from units and in crawl spaces of the building.
- Repairing broken water lines using soldering techniques, freezing pipe repairs, etc Repairing and replacing bathroom sink and tub pop-ups

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and stoppers.
- Installing dishwashers.

EDUCATION

- - (JAD Educational Training Program - Queens, NY)

SKILLS

Maintenance Management, Construction.