Facility Maintenance Coordinator

ROBERT SMITH

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Objective

As a Facility Maintenance Coordinator, responsible for Coordinating scope, planning resources and schedule development in Maximo on operations and/or maintenance priorities and manpower availability. Involving foreman and supervisor/s as required.

Skills

PowerPoint; Multi-line phone console; Basic office equipment.

Work Experience

Facility Maintenance Coordinator

ABC Corporation - July 2004 – 2021

- Installed, maintained, and repaired multi-million-dollar thermal-forming, tablet-counting, and cartooning equipment.
- Oversaw the application of outside services.
- Liaisoned with contractors/vendors.
- Monitored plant-support equipment daily.
- Provided monthly safety training to 18 maintenance personnel.
- Packaged Training Coordinator (2003-05).
- Ch0osed by management to undertake this newly created position.

Facility Maintenance Coordinator

Delta Corporation - 2003 – 2004

- Monitor Office Trax for incoming service call and dispatch to vendors.
- Contact property manager/landlord/owner for necessary repairs needed.
- Follow-up with stores to ensure property manager/landlord/owner repairs have been completed.
- Prepare and present weekly reports for the states assigned to me.
- Manage and coordinate duties of all maintenance employees.
- Responsible for all school and teacher purchases Work with administration on budgets, and advising of all needs,or repairs on campus.
- Meet with vendors to obtain necessary bids for future projects.

Education

GED

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