

## Facility Maintenance Manager I

# ROBERT SMITH

Phone: (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website: [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,  
Alabama

## Objective

To obtain a position in which 25+ years of self motivated facility maintenance experience, multi-facility management abilities, achievements and strength in all aspects of maintenance management contributes to the quality and growth of an organization.

## Skills

Time Management, Team work.

## Work Experience

### Facility Maintenance Manager I

**HCR Manor Care** - October 1987 – 2020

- Supervised, coordinated, and performed the activities of the maintenance department to ensure the center is maintained in good repair and all systems are in compliance with applicable safety and fire regulations and federal, state, and local building codes to ensure a safe, comfortable environment.
- Performed routine maintenance and repair work Implemented Preventive Maintenance Program and record keeping systems to maintain the center at its highest level of physical function.
- Prepared a monthly schedule, based on calendar days, for performance of preventive maintenance, striving to allot part of each day to these duties.
- Maintains complete documentation of all maintenance activities including accurate records of all replacement parts and materials used.
- Managed approved Maintenance budget by ensuring supplies are used in an efficient manner to avoid waste, maintains current written records of department expenditures, and assures that adequate financial records and cost reports are submitted to the Administrator as required.
- Maintained electrical and mechanical equipment in good working order; Adjusts functional parts of devices and control instruments, lubricates and cleans parts, as needed.
- Cleaned/changed filters as required based on environment of center.

### Facility Maintenance Manager

**Delta Corporation** - 1985 – 1987

- Facility Supervisor Maintained building systems Supervised crew Trouble shoot equipment/conveyers preventative maintenance.
- Oversee all facilities maintenance aspects of a one-million square foot distribution center including industrial refrigeration, HVAC, backup .
- Monitored and tracked expense reports for repairs Implemented safety checks, maintained inventory Established monthly maintenance plan for facility .
- In charge of day today operation of refreshing the apartment painting carpet plumbing electrical store fixtures lighting getting partment ready for .
- commercial and residential have a wide range of experience I am not limited to any particular duty with hard work and dedication to my skills in .
- Were supervising and working with maintenance personell to perform forklift operation and repair, installation of pvc piping, high voltage lights and .
- Assigned to carry out carpentry projects, janitorial duties and building maintenance including buffing, waxing floors, maintained plating line, and .

## Education

Management - (Easton Area High School)