

ROBERT SMITH

Assistant Facility Maintenance Manager

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Facilities Maintenance Manager offering over 16 years of knowledge and experience. Able to apply the skills have learned over the years into a enhanced program using technology and elevated field experience to maintain above average standards throughout the operation. Maintain compliance within the guidelines of coding and zoning laws as well as regulations required by OSHA.

2007 - 2007

ASSISTANT FACILITY MAINTENANCE MANAGER - ABC CORPORATION

- Maintained a large up-scale town home facility including company offices within the firms complex.
- Required overseeing the final stages of completion with construction contractors.
- Helped design, develop and implement company policies and procedures pertaining to facility maintenance to become a well maintained facility.
- Worked with supervisors and and staff to ensure daily maintenance operations are performed in a safe manner in accordance with company policies.
- Worked with and develop cost saving procedures.
- Reduced the dependence on outside contractors and vendors by accomplishing substantial in-house work ethics.
- Worked directly with maintenance staff to perform daily objectives.

1985 - 1987

FACILITY MAINTENANCE MANAGER - DELTA CORPORATION

- Maintain all maintenance operations located within the firms complex.
- Perform daily inspection of all boiler and HVAC equipment to ensure smooth operation.
- Report weekly to directors the line of events scheduled for the upcoming week.
- Work with yearly budgets on supplies and materials for upcoming projects.
- h Develop and implement a working maintenance plan for the entire firm which includes regular maintenance and inspections.
- Compile on site safety data and all relevant documentations.
- h Knowledge of commercial and residential heating and cooling systems.

EDUCATION

Business- February 1988(Military School - Fort Jackson, SC)

SKILLS

Transportation, Heavy Equipment Operator.