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## Building Maintenance Manager Resume

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### Job Objective

Searching for Building Maintenance Manager position where my skills and special training can be used for the good of the company.

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### Highlights of Qualifications:

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- Experience in providing basic building maintenance and managing all mechanical and electrical systems
  - Outstanding knowledge of International Building Code
  - Deep knowledge of administration and contracts
  - Wide knowledge of general building construction
  - Proficient with doors, door hardware, glass and closure systems
  - Ability to read architectural engineering drawings and blueprints
  - Ability to perform light construction and to read schematics
  - Exceptional ability to operate various equipments
  - Sound ability to interpret all blue prints and specifications
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### Professional Experience:

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Building Maintenance Manager  
C&S Wholesale Grocers, Danbury, WI  
October 2008 – Present

- Maintained all library buildings and ensured safety in management systems.
- Supervised all building supervisors such as carpenter, mechanics and electrician.
- Planned preventative maintenance in projects and scheduled work.
- Coordinated with architects and engineers on all renovation and maintenance work.
- Assisted business operation manager in designing specifications for various contracted work.
- Performed researches and conducted analyzes and prepared necessary budgets.
- Ensured maintenance of annual service agreements in coordination with Business operation Manager.

Building Maintenance Supervisor  
Pro Clean Building Maintenance Inc., Danbury, WI  
August 2003 – September 2008

- Monitored various building department and made necessary purchases in supplies.
- Coordinated with various departments for completing small contraction projects.
- Hired new employees and trained employees on same.
- Maintained all football fields and performed necessary repairs on same.
- Provided necessary specifications for new buildings and recommended changes if required.
- Repaired and replaced elevators and roofs and ensured safety in work progress.

Building Maintenance Specialist  
Lincoln Harris, Danbury, WI  
May 1998 – July 2003

- Developed and maintained preventative maintenance program and repair and replaced equipments accordingly.
  - Prepared contracts for renovation and repair work.
  - Assisted in designing all construction specifications and drawings.
  - Managed installation of interior signage and assisted in plumbing and lighting work.
  - Maintained database of building equipments and submitted it to management.
  - Documented all agreements and contractual services and maintained it.
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### Education:

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Bachelor's Degree in Construction Technology  
Washington State University, Pullman, WA

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