
Building Operator Resume

Job Objective

To obtain a Building Operator position and utilize my experience and skills for the successful completion of each job task.

Summary of Qualifications:

Extensive experience in building trades work and HVAC systems including computerized direct digital control systems, plumbing and electrical systems
Excellent knowledge of building systems, equipment and proper operating conditions
Good knowledge of maintenance routines and standards
Operational knowledge of computer applications
Excellent interpersonal and communications skills
Amazing ability collaborate and team with others to accomplish work efficiently

Work Experience:

Building Operator, May 2004 – Present
Superior Group of Companies, Cerritos, CA
Directed, organized and participated in the care of the physical plant as operator.
Developed and recommended policies to enhance the safety, security and maintenance of the physical plant.
Ensured the proper operation of all building systems, architectural, security (locks, doors, hardware, camera), heating, ventilating, plumbing, emergency electrical systems.
Initiated, participated and supervised all maintenance procedures, preventative maintenance issues and operational servicing as required in the Building Maintenance Manuals.
Ensured proper execution of all maintenance tasks and all operational procedures.
Checked, monitored and adjusted the Computerized Building Automation System. Building Operator, March 2002– April 2004
Culligan International, Cerritos, CA
Performed preventive maintenance on building equipment and repaired H.V.A.C. and electrical systems.
Handled day-to-day operation including cash flow record keeping.
Participated in all building operations relative to Fire and Life Safety procedures.
Identified and reported weaknesses, applied financial and operational controls to mitigate risks.
Ensured compliance with regulatory requirements and internal policies.

Education:

Associate in Applied Science in Engineering, East Tennessee State University, Tennessee, TN

[Build your Resume Now](#)