
Utilities Manager Resume

Job Objective

To enhance my skills and further my career by filling the position of Utilities Manager in well-established organization.

Highlights of Qualifications:

- Huge experience in maintaining various utilities equipment, operating various HV practices and procedures
 - Outstanding knowledge of electrical and mechanical systems and its various principles
 - Profound knowledge of various codes and regulations of work procedures
 - Remarkable ability to develop estimated costs of project and time required
 - Huge ability to read and interpret various electrical diagrams
 - Skilled to understand work flow processes
 - Ability to prepare equipment reports, failure analysis and track equipment
 - Ability to forecast, organize and execute all work order requests
 - Exceptional understanding of Safety and Health standards
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Professional Experience:

Utilities Manager

Golden State Water, Washington, DC

October 2008 – Present

- Developed projects according to budgets as per contracts.
- Reviewed skills sets of employees in departments and analyzed it against required skills set for department.
- Inspected adherence to all safety requirements and inspected facility.
- Determined all work to be done according to company standards and policies.
- Managed all day to day activities, submitted reports to Operations Manager and resolved all issues.
- Established a preventative maintenance program and ensured its covered entire processes as mentioned in contract.
- Documented all records for installation work and ensured compliance to contracts.
- Ensured maintenance of quality control in facility .

Utilities Technician

CMI Management, Inc., Washington, DC

August 2003 – September 2008

- Managed all equipment maintenance and repair carried on electrical circuits according to various technical manuals.
- Oversaw all troubleshooting carried on equipments and identified any issues.
- Performed tests on various components and circuits and ensured continuity of test equipments.
- Reviewed all test systems and ensured its compliance to various plans and specifications.
- Documented all records and maintained records of all repair work performed.
- Tested pipes and tube joints and ensured absence of any leakage.

Utilities Worker

American Water, Washington, DC

May 1998 – July 2003

- Supervised all maintenance and installation carried on various HVAC products and wiring.
 - Monitored and assigned work to specific employees according its trade license.
 - Managed all boiler repair and electrical apprenticeship programs.
 - Scheduled and oversaw work of all external contractors.
 - Inspected all new installations and obtained all electrical permits.
 - Performed repairs on all tools and equipments of various trade.
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Education:

Bachelor's Degree in Engineering

Lackawanna College, Scranton, PA

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