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Paul Maldonado

OBJECTIVE:

Obtain a challenging career in the Building Supervision, Engineering and Maintenance Technician field in a position with continuous learning and growth with opportunities for future advancement in the management field with facility maintenance responsibilities.

Professional Skills:

Excellent communication skills – verbal and written, customer service skills, attention to detail, ability to work with very little direct supervision, work in a high stress environment with the ability to juggle multiple assignments with changing priorities.

Trade Skills:

Carpentry and woodworking, Small Engine repair; Basic electrical, Welding and soldering copper pipe; A/C repairs and troubleshooting, Plumbing; Painting, carpentry; Concrete – preparation of laying forms and pouring and finishing top

Experience:

WE ARE BLOOD
4300 North Lamar Boulevard
Austin, TX 78756

Facilities Supervisor (June/2004 – July/2020)

Responsible for all aspects of site management and maintenance of owned facilities and equipment (responsible for five offices buildings, estimating 106,000 square footage).

- Coordinated the preventative maintenance and repairs of the equipment.
- Supervised, managed, evaluated, and trained facilities/maintenance staff to ensure that the facilities and grounds are kept in the appropriate state of repair and cleanliness.
- Ensured effective continuous operations of facilities.
- Meet and exceed customer expectations and adhered to established quality practices while seeking to continually improve work performance.
- Performed a variety of tasks to include general building maintenance, preventive maintenance of operation and equipment, and special projects.
- Coordinated and ensure that the appropriate maintenance and repair of the facilities takes place in a timely, cost effective, and efficient manner.
- Managed the organizations fleet of vehicles (5 buses, 5 vans w/cargo trailers and 35 courier vehicles) to include routine maintenance & repairs.
- Planned and made recommendations for the annual budget in areas of responsibilities in ensuring compliance with budgetary guidelines and approval process.
- Planned and coordinate all relocation of offices, operations, and equipment to ensure cost efficiency, safety of staff and equipment, controls and documentation, reading schematic ledgers and blue prints coordinated and oversaw any remodel and construction project to include coordinating with contractors, suppliers, building inspectors, and any others involved in the project.
- Assessed problems to determine whether in-house or commercial help was needed.
- Took appropriate in-house action or arranged for commercial vendors to correct the problem
- Issue work orders daily with maintenance connection system.

Texas State - Austin State School
2203 W. 35th Street
Austin, TX 78756

Maintenance Technician January /2003 – June/2004

Performed a variety of tasks to include general building maintenance. Preventive Maintenance of operation and equipment, installing and repairing AC units, plumbing repairs, welding, repaired commercial kitchen equipment including steamers, stoves, and boilers. Replaced lights and ballast. Also operated front end loader and backhoe equipment.

Omni Hotel 4140 Governor's Row
Austin, TX 78744

Maintenance Technician III February /2002 – December/2003

Performed a variety of tasks to variety of tasks to include general building maintenance. Preventive maintenance of operation of equipment, painting, welding, soldering copper piping, boiler and A/C repairs, 2 – 110 tons Trane chillers, pumps motors, exhaust fans, cooling towers, plumbing, carpentry, and basic electrical. Performed Guest Room calls as needed; back up toilets, leaking faucets, phone lines not working, AC calls, and repairing broken beds. Certified as a Universal technician with the EPA in Recovering Refrigeration. Troubleshooting/repared the following; pneumatic controls, laundry equipment; washers, dryers, commercial iron press, kitchen appliances, stoves, steamers, walk-in coolers and refrigerators. Changed air filters in air-handlers.

Farm Credit Bank of Texas 6210 Hwy 290 East
Austin, TX 78723

Maintenance Technician III April /1996 – May/2001

Performed a variety of tasks to include General Building Maintenance. Preventive Maintenance of Operation of Equipment, Work on Yale locks, Painting, Welding, Soldering copper piping, A/C repairs, 3 – 210 tons Trane chillers, Pumps, Motor's, Exhaust fan's, Cooling Tower's, Plumbing, Carpentry, Electrical, Certified as a Universal technician with the EPA in Recovering Refrigeration, Pneumatic Controls, Lighting Retrofitting, Troubleshooting. Changed air filters in Air-handlers. EMS Trane Tracer Summit System, Westinghouse Security Nexsentry Manager Security System.

Chevy Chase Office Center - Transwestern Property Company
Austin, Texas 78758

Maintenance/Engineer September /1994 –April/1996

Performed general building maintenance.
Preventive maintenance and operation of equipment.
Lights, plumbing, performed a variety of tasks and troubleshooting.

100 Congress Lincoln Property Company
Austin, TX 78702

Day porter / Maintenance January /1992 – September/1994

Ran the recycling program.

Performed general building maintenance, assisted the Engineers on tasks to be completed.

Wood, refinishing, ran mail runs, stocked restrooms in the building, variety of tasks to be done.

Computer Skills:

Microsoft Windows10 (Word/Excel/PowerPoint), Preventative maintenance system - Maintenance Connection; Management software system - EMS Trane Tracer Summit System, Westinghouse Security Nexsentry Manager Security System; Fire alarm system – Fike Cybercast 254

Registrations/Certifications:

Registered with Texas Department of Licensing and Regulation as an Apprentice Electrician and an Air Conditioning & Refrigeration Technician

Certified as a Universal Technician w/HVAC Division Refrigeration/Air - Certificate EPA #4605721041224

Certified in the safe handling of R-410A - Certificate EPA #00948503801

Education::

High School Diploma Austin High School Austin, TX