

Bruce Landon

Minneapolis, MN

- Email me on Indeed: <http://www.indeed.com/r/Bruce-Landon/04956501cc1fa4f8>

To obtain a rewarding position in property management, facilities maintenance, or related field.

GOAL

To provide the highest quality service, in a prompt professional manor. To maintain the safety and satisfaction of clients, customers, employees and guests. To partner in a long term relationship with an employer to provide stable management of a facility

Willing to relocate to: Out state Minnesota - Minneapolis-Saint Paul, MN

Authorized to work in the US for any employer

Work Experience

Facilities Maintenance Technician, Resident Manager

First Service Residential - Calhoun Isles Condominiums & Groveland Terrace Condominiums -

Minneapolis, MN

2012 to Present

Mpls, Mn. 2012 - Present

- General management and maintenance of both a 116 unit condominium with 32 townhouse units, and a 148 unit condominium complex.
- Oversee daily operations of building, mechanical, and grounds.
- Maintain safety, mechanical preventative maintenance records, and provide customer service.
- Perform general preventative maintenance and repairs on building and equipment including; carpentry, electrical, plumbing, HVAC, drywall, painting, and custodial services.
- Supervise contractors and external employees when performing work on site.
- Consult and coordinate with officials, engineers, and contractors regarding building modifications, safety equipment and procedures, and maintenance/repair issues.
- Research and purchase supplies, and equipment.
- Record keeping of inventory, purchases, safety equipment, services, and reports.
- Ensure compliance with all governmental regulations and corporate policies and procedures.
- Meet with Property Manager and Board of Directors to report on project status and state of operations.
- Consult with management, engineers, and contractors on large and capitol projects.
- Ensure company standards and expectations for customer service are met or exceeded.

Facilities Supervisor

First Baptist Church - Minneapolis, MN

2015 to 2015

General Maintenance and repair of a 50,000 square foot office, sanctuary, school, and hall facility.

- Oversee daily operations of building and supervision of custodial staff.
- Scheduling, record keeping, contracting, and ordering parts and supplies.

Facilities Manager

St. John the Evangelist Catholic Church - Viera, FL
2007 to 2012

- Oversee daily operation of a 35,000 square foot physical plant, grounds, and 3000 square foot residence.
- Ensure a safe, comfortable and aesthetically pleasing environment of the facility
- Ensure all state and local regulations, permits, and codes are complied with.
- Ensure all safety and Diocesan policies are complied with.
- Coordinate, evaluate, and assist all contracted services.
- Coordinate, schedule, contract, and perform routine, preventative, and life safety maintenance tasks.
- Assess and perform all maintenance as needed including HVAC, plumbing, electrical, carpentry, drywall, painting and special projects as needed.
- Research and select vendors, order all parts, supplies, and services.
- Create and maintain data base of all vendors and contractors.
- Create and maintain data base for, purchase orders, legal documents, and plant records.
- Create and submit annual operating budget for approval.
- Evaluate long term needs for capitol expense.
- Schedule and perform janitorial.
- Supervise, schedule and assign volunteer staff.
- Special project coordination.
- Liturgical art and environment facilitation and support.
- Participate and contribute on Parish building committee for Life center and new sanctuary construction.

Maintenance Technician

Facilities Services - Edina, MN
1996 to 2006

- Repair and maintenance of HVAC, fire suppression, alarm systems, plumbing, electrical, drywall.
- Coordinate, assist, and supervise contract labor.
 - Office space layout, construction and demolition.
 - Provide employee security.
 - Support and logistics for employee environment and corporate functions.
 - Ordering parts and processing paperwork.
 - Deliveries to airport, brochure distribution to travel agencies, and logistical support for conventions.
 - Mail room support processing shipping and receiving of USPS, Fed Ex, UPS, and freight.
 - Maintain records for equipment, parts, vehicle, and building preventative maintenance.

Education

High school or equivalent

Skills

- Building maintenance
- Maintenance

- Scheduling
- Plumbing
- Boilers
- Custodial
- Hand tools
- Pumps
- Lighting
- Ordering
- Shipping
- Shipping/receiving
- Forklift
- Clerical
- Excel
- Microsoft office
- Word
- Ios
- Electrical
- MS Office
- HVAC

Certifications/Licenses

2nd Class C Boilers License State of Minnesota Department of Labor and Industry

November 2019 to January 2022

Certified Pool Operator USPF

April 2005 to April 2020

CPO

Assessments

Basic Maintenance and Repair — Expert

November 2019

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities.

Full results: https://share.indeedassessments.com/share_assignment/1jej3cltzt9-o5o

Mechanical Skills: Aptitude — Expert

November 2019

Understanding and applying mechanical concepts and processes.

Full results: https://share.indeedassessments.com/share_assignment/ja9pilf1cowmizxq

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Ability to create and manage building maintenance protocols for commercial and residential facilities.
- Ability to operate variety of power and hand tools and equipment, including forklift and lifts.
- Ability to perform repairs from basic to complex, on a variety of plumbing and electrical fixtures, and mechanical equipment. Including locks, entry systems, life safety systems, lighting, boilers, pumps, motors.
- Good verbal, and written skills.
- Computer knowledge and experience with Windows and IOS based programs and applications including; (Microsoft Office, Word, and Excel.
- Ability to perform clerical tasks including; shipping/receiving maintaining records, creating reports, ordering parts and supplies, and scheduling of contractors and services.
- Supervision of employees (maintenance and custodial staff), contractors, and volunteers.
- Excellent driving record, skills, safety, and good geographic knowledge of Minnesota and the greater Minneapolis/St. Paul metro area.