

95 Lexington Pkwy S Apt B-1
St. Paul, MN. 55105

Donald K. Potter
dpotterphoenix@yahoo.com

651-331-6800

OBJECTIVE

I have over 30 years of maintenance, technical and supervisory experience in multiple industries and settings that make me an ideal candidate to join the management team. I will be able to draw on my supervisory experiences, 100's of hours of technical training and industry certifications to help achieve your annual production and safety goals.

EMPLOYMENT HISTORY

**Jones Lang LaSalle Chicago Ill.
to Present**

November 2017

Boiler Operator/ Chiller Plant/ HVAC technician - maintain building and equipment for UTC Aerospace.

**Bimbo Bakery - Roseville, MN
November 2017**

April 2016 -

Maintenance Supervisor

Responsibilities: Coordinating all manufacturing repairs for the bakery during production operations. Hands on training of engineers on the effective efficient methods of repairs to minimizing down time. Scheduling corrective maintenance repairs, prioritizing emergency repairs. Writing Preventive maintenances tacks scheduling down time corrective action repairs. Scheduling Preventive maintenance with manufactures specifications. Utilizing Somax Software for Maintenance management of work orders, PM's, CM's EM's. Working with vendors to maintain inventory control. Conducting PM's follow -ups, employee reviews, corrective disciplinary action, interviewing potential employees.

**CHS Inc. Inver Grove Heights, MN
2011-April 2016 Maintenance Technician**

December

Maintain all manufacturing equipment related to the Oil Blending and packaging product line. Perform project planning, research, bidding, and coordinator, safety inspection including quality control, leak containment, emergency action team member, and inventory control, maintain parts inventory and purchase order generation.

Successfully collaborated across departments to identify production and safety issues. Used this information to create mechanical improvements and software changes to increase line production. Also established Safety protocols and Spill prevention.

**Twin City Technical Casting, St. Paul MN
February 2011 Maintenance Supervisor**

March 2010-

Responsibilities: Personnel scheduling, Staffing, Human Recourse Representative, Effective team Management, Department Budgeting, Inventory control, Preventive maintenance program,

coordinate and assigned work orders and PM's. Hands on technical Support and training of all shop personnel Machine safety and safe operation, Energy management Project coordinator, Building Superintendent, Production Equipment improvements and machine install coordinator.

Skills: Leadership, Production Team member, 28 years of Manufacturing machine repairs.

Accomplishments: Safe operation of oven room

Problem: Unsafe firing of heat ovens. Proving system for lighting of main burns was not functioning.

Solution: Repair and redesign burn assembly. This was done with a pilot proving circuit, and a main burn proving system.

Problem: Inventory and supply cost, and costly machine repairs

Solution: Purchase order control, Inventory stocking for critical need spare parts and vendor availability for part not need in company inventory, also staff training and support and replacement of key skill positions.

4/2009 - 4/210 New French Bakery Mpls. Mn Maintenance Manager

2/07 - 3/09 Conagra Foods 21325 Hamberg Ave. Lakeville MN. 55044

Position: Maintenance Electrician

Responsibilities: Maintain all production manufacturing equipment related to the food industry, also training of mechanics in troubleshooting and repair of production equipment.

Skills: Electrical Controls Specialist, Mechanical repair, Hydraulic systems, HVAC, and process material control.

7/03 - 3/07 Phoenix Air Systems 864 Bridge St. Owatonna, MN. 55376

Position: Field Service Technician

Responsibility: Test new and used air handling equipment for control environment process rooms for the food processing industry. Test I/O on PLC's, training of plant personnel on operation of equipment.

4/00 - 7/03 - Crown Cork and Seal 1701 NW 4th St. Faribault, MN. 55021

Position: Industrial Maintenance electrician

Responsibilities: Troubleshoot electrical control systems that were involved in the production of arousal cans.

8/98 - 4/00 -Bro-Tex 800 Hamden Blvd. St. Paul MN. 55114

Position: Maintenance Manager

Responsibilities: Personnel scheduling, Staffing, Human Recourse Representative, Effective team Management, Department Budgeting, Inventory control, Preventive maintenance program, coordinate and assign work orders and PM's. Hands on technical Support and training of all shop personnel Machine safety and safe operation, Energy management Project coordinator, Building Superintendent, Production Equipment improvements and machine install coordinator for the textile industry.

10/92 - 8/98 - United States Postal service Bulk Mail Facility in Eagan, MN

Position: Mail Processing Mechanic, Building and Equipment mechanic, Assisted Maintenance Supervisor

Responsibilities: Maintain all equipment related to mail sorting operations also Supervise the mechanics when regular supervisor was out. Work with Union personnel and management on grievances and labor disputes.

Military Experience: United States Navy - Fireman - E-4 (31/2)

Academic Achievements:

Electronics Degree - Northwestern Electronics Institute

Building Operations/Equipment Maintenance - Northeast Metro Technical College

Fluid Power Technology Degree - St. Paul Technical College

Advanced Welding Certificate - Hennepin Technical College

Product Certifications: Rockwell - RS 5000, SLC-500, RS 5 Micro Logics, RS Links7.2, Panel View, Cimplicity, Markem Printers, VFD's and Servo Drives

Allen Bradley PLC's - 120 hrs, Analytical Troubleshooting - 80 Hrs. Basic Air Conditioning - 120 hrs., Chillers - 120 hrs., Boilers -8hrs.

LICENSES - Minnesota State Indorsed 1st class C, Minnesota State Indorsed 2nd Class B Boiler License, Universal Refrigeration Certification

