

# James Puckett

## **Maintenance**

Elizabeth, CO

[jamespuckett94\\_5nw@indeedemail.com](mailto:jamespuckett94_5nw@indeedemail.com)

7206211344

Offering over 20 years' experience as a hands on maintenance manager in apartments, hotels, and buildings, Schools and retirement centers. Experience includes safety; quality control; supervising team members and subcontractors; scheduling; reviewing bid proposals and awarding contracts; preparing budgets; and controlling expenses. Expertise includes hands-on and preventive maintenance in HVAC, plumbing, and electrical. Proven record of success completing projects on time and under budget.

Authorized to work in the US for any employer

## Work Experience

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### **Class A CDL Driver**

Schneider Transportation - Denver, CO

Present

OTR PONY JOB

### **Propane driver/Sales/Service**

Polar Gas - Kiowa, CO

June 2019 to January 2020

Delivery driver, sales and service

CTEP courses in Basic Propane, L.P. bottle fill, Delivery, Installation. OSHA

### **Maintenance Manager**

The Coutry Club at Castle Pines - Castle Rock, CO

October 2015 to June 2019

Managed day-to-day operations for Maintenance, janitorial, and Security

### **Maintenance Manager**

People, s Clinic - Austin, TX

December 2014 to September 2015

Managed day-to-day operations for Maintenance, janitorial, and Security Interviewed and evaluated Personnel Created and implemented preventive maintenance programs for commercial properties Designed, developed, and implemented programs, policies and procedures to ensure all facilities and grounds were maintained in an operationally effective, clean and safe manner in accordance with various governing entities Skilled in problem solving and troubleshoot

### **Assistant Depot Manager, Installer and repair**

CO2 soda Equipment - Austin, TX

August 2013 to December 2014

CO2 soda equipment,

Salary \$19,50 (1350 week)

- Assistant Dept. Manager, Fill in CDL Driver, Driver Trainer to new drivers, install and repair CO2 soda Equipment

Somerset, Austin TX

Maintenance Manager,

Salary \$48,000

- Managed day-to-day operations for Maintenance, janitorial, and Security Interviewed and evaluated Personnel Created and implemented preventive maintenance programs for commercial properties Designed, developed, and implemented programs, policies and procedures to ensure all facilities and grounds were maintained in an operationally effective, clean and safe manner in accordance with various governing entities Skilled in problem solving and troubleshoot

### **OTR Driver**

Schneider Logistics

April 2013 to August 2013

Class A Driver

## Education

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### **High school or equivalent in CDL Training class A**

Road Master

January 2013 to March 2013

### **High school or equivalent in HVAC**

Indy tech

June 1991 to June 1992

## Commercial Driver's License (CDL)

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### **Class A**

Endorsements: H (Hazardous Materials) - X (Tank + Hazardous) - T (Double/triple trailers)

## Skills

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- HVAC, PLUMBING, ELECTRICAL (10+ years)
- Maintenance
- Scheduling
- Estimating
- budget
- Outlook
- Driving Experience
- Tanker Experience
- Commercial Driving Experience
- Delivery Driver Experience

- Class B
- CDL
- Cdl Driver
- Hazmat
- Fundraising
- Administrative Experience
- English
- Restaurant Experience
- Microsoft Project
- Program Management
- Google Docs
- Cash Handling
- Manufacturing
- Cashiering
- Food Preparation Experience
- Food Service
- Culinary Experience
- Basic Math
- English
- Leadership Experience
- Mobile Device Management
- Project Leadership
- SDLC
- Microsoft Office
- EMR Systems
- Medical Receptionist
- Behavioral Health
- Driving
- Commercial Driving
- Visio

## Certifications and Licenses

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### **EPA 1,2 and 410A**

Present

## Assessments

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### **Mechanical Knowledge — Highly Proficient**

August 2018

Measures a candidate's ability to understand and apply mechanical concepts and processes.

Full results: <https://share.indeedassessments.com/attempts/885b540633f85579df8446737b50d296eed53dc074545cb7>

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

## Additional Information

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- Managed multiple projects and successfully achieved milestones, ensuring projects complied with all cost and scope specifications.
- Supervised daily operations, including personnel, staff training and scheduling, problem resolution, inventory and loss control,
- Formalized safety standards and procedures to develop new worker safety orientation classes.
- Effective management, technical, and supervisory skills.
- Recognized for long hours, commitment to customers, attention to detail, professionalism, and follow- up.
- Attended continuing education classes to increase knowledge of plumbing, electrical, HVAC, and energy management systems.

### Skills

- HVAC • Plumbing • Remodeling • Electrical • Energy Management Systems
- Residential and commercial appliance repair • Rain water collection system
- Green building technology • Microsoft word and excel • Pool, Spa