

# Richard Bannister

## **Project Manager / Superintendent**

Canyon Country, CA 91351

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- Construction background over 25 years
- ADU experience
- Osha 30 Certified
- Renovations in multi family residential housing / Apartments and Commercial
- Ability to perform advanced level maintenance related tasks including painting, carpentry, electrical, HVAC, plumbing, pool maintenance, landscaping and HOA experience.
- Experience with vendors and Property management companies.
- Schedule subcontractors in all areas of the home builders
- Procor - Yardi - Realpage - Xactimate
- Insurance mitigation experience
- Water / Fire/ restoration damage
- Swimming pool construction

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Project Manager**

DH Remodel Services, Inc - Encino, CA

February 2021 to July 2023

- Traveling to job-sites often to oversee project schedule, quality, communication, and execution.
- ADU conversion
- Reporting daily on project/program status based off field oversight.
- Communicating effectively with field teams, sub-contractors, superintendents, project managers, store management staff, and sometimes clients to ensure all parties are on the same page and have what is needed for a successful project.
- Oversee multi-site rollout construction projects from start to finish.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Ensure the construction activities move according to pre-determined schedule.
- Communicate effectively with the contractors responsible for completing various phases of the project.
- Manage field staff effectively to execute assigned projects.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Repetitive inspection of construction sites.
- Handle all customer inquiries and issues in a timely manner.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Review and revise quality control processes to meet customer expectations.
- Plan and schedule team meetings to discuss project progress and issues.

- Prepare and submit daily/weekly project status reports to team of Project Managers/Coordinators.
- Support and execute change management activities in project scope.

#### KNOWLEDGE AND SKILLS

- Experience in Commercial construction (remodel, TI, multi-site, etc)- Big Box Retail, QSR/ Fast Casual Restaurants.
- Minimum 20+years of experience in construction industry.
- Knowledge/ Experience in Carpentry, Electrical, Paint, Plumbing, etc.
- Manage multiple sites/ crews/ teams at any given time.
- Excellent communication skills both written and verbal.
- Good understanding of MEP building systems.
- Proficient with phone/computers and electronic
- Willingness to travel extensively across the construction sites- Nationwide.
- Good verbal/ writing skills- ability to communicate via-email.
- Capacity to motivate, lead, and boost morale of the teams.
- Effective time management and logical decision-making ability.
- Capacity to handle pressure.
- Strong focus on quality, team work, safety
- Timesheets and payroll

### **Superintendent/Project Manager**

Toll Brothers - Santa Clarita, CA

2018 to 2021

- Create, maintain and execute the project plan and schedule with the project team.
- Extensive knowledge and understanding of sequencing of work.
- Thorough understanding of project documents, plans and specs, and special requirements or conditions of job site.
- Advise management of potential problems, work interferences, schedule conflicts/difficulties, and delays.
- Anticipate and resolve project issues and schedule difficulties.
- Responsible for job site safety and cleanliness, implementing, enforcing and effectively managing safety policy and procedures.
- Supervise subcontractors to ensure that safety requirements are adequately met.
- Conduct weekly/monthly subcontractor's meetings.
- Develop and oversee punch list program.
- Act in a manner of integrity that shows support for the Company, its CORE values and employees.
- Ensure project materials and workmanship meet the project Quality Standards.
- Ensure that required inspections are completed at the appropriate time and permits are signed off.
- Maintain the project's daily Job Logs.
- Develop and maintain professional relationships with Owner, Client, Design Team and City officials.
- Mentor, teach and inspire younger employees.
- Monitor sub trade work to ensure the plans and specs requirements are met.
- Manage subcontractors to ensure they maintain the project schedule.

### **Sr. Project Manager**

Alliance Residential - Sherman Oaks, CA

2011 to 2018

### **Maintenance Manager/Supervisor**

Greystar/Palmer Property Management/JPI - Valencia, CA

2007 to 2011

## DUTIES/RESPONSIBILITIES

### Administration

Responsible for ordering and maintaining parts and equipment inventory, preventing maintenance schedules, records pertaining to major repairs and replacements, roof leaks, water intrusion, quotes, proposals, warranties and other maintenance related files as required by the property.

Responsible for timely submission of reports required by management.

Scheduling on call staffing and routine outside contractors used in the run and repair process.

Provide repair and maintenance costs/proposals for special annual budgets and ensure adherence to budget projections.

Negotiate contracts with outside contractors while working on site reporting any inappropriate conduct or misbehavior of contractor employees to Community Manager and/or Directory of Apartment Operations.

Prepare and submit thorough and timely OSHA and Workers Compensation reports as required by law.

Maintain accurate SDS records and safety procedures ensuring all associates are always properly trained and informed.

### Customer Service

Responsible for exercising diplomacy, professionalism and a cordial manner at all times and ensures that subordinates do likewise in dealing with residents, staff, management, vendors, contractors and other associates.

### Maintenance

Responsible for all aspects of interior and exterior building maintenance including scheduling contractors and allocating work orders to staff associates that will result in the most efficient and productive results. These areas include mechanical equipment, electrical equipment, plumbing, appliances, carpentry, yards and grounds, pools, playgrounds, laundry facilities, parking lots, through streets and other areas.

Responsible for establishing and adherence to a preventive maintenance program that includes filter changes, punch-out procedures for vacated units, ensuring all life safety procedures i.e. smoke detector battery changes and trip and fall hazards, pool/playground equipment and operation, and all scheduled preventive maintenance inspections.

Responsible for ensuring that all service requests are completed promptly and satisfactorily within 24-hour period and reporting to the Community Manager those that require additional attention outside of that time frame.

Manage and assist with apartment turns including all normal punch activities, scheduling turn activities, as well as other renovations, repair or replacement of all appliances, repairs to plumbing and electrical and HVAC systems, painting as needed, carpet cleaning as needed.

Perform most, if not all, carpentry and drywall repairs as needed. Knowledge and skill in ceramic tile repair/replacement helpful, but not required.

Maintain swimming pool and chemical logs in compliance with local, state and federal guidelines.

Responsible for ensuring that emergency maintenance is performed promptly and efficiently during non working hours. Schedule and monitor the on-call roster and advise the office staff and answering service appropriately. Position requires 24-hour on call status for at least one week per month or as directed by management.

Ensure key policies and procedures are followed by all subordinates. Retrieve all keys and company equipment from terminating associates.

Responsible for ensuring that all subordinates respect the rights and confidentiality of residents by forbidding the disclosure or discussion of any privileged information obtained because of their position

or unit entry. Perform daily yards and grounds inspection and clean up, maintaining a record of any corrective action implemented. Ensure breezeways are clean and free of debris.

Preventive maintenance; regularly inspects grounds, buildings, plumbing, electrical fixtures, appliances and major equipment.

Other duties as assigned.

#### Training/Supervision

Responsible for any on the job training and/or recommendation for continuing education of subordinates. Monitor and communicate performance objectives, requirements, successes and failures by verbal and/or written documentation. Inform Community Manager of any specific problems or needs on a weekly basis. Report any on the job injuries to Community Manager immediately, initiating emergency medical attention if necessary. Submit required OSHA/WC reporting immediately.

Ensure that the maintenance staff is trained, routinely updated and observes all OSHA/EPA and corporate safety precautions, standards and procedures and that all appropriate safety gear & equipment is available and utilized.

#### Vendors/Purchases

Responsible for maintaining an inventory of frequently used parts, buying quality parts and materials at the best cost to value while observing SPI approved purchasing policies and approval guidelines.

Control and approve purchases as delegated to other maintenance personnel.

#### Energy Conservation

Responsible for overall conservation of energy in vacant apartments, common areas and shop operations.

### **Assistant Superintendent / Project Manager**

DR Horton America's Home Builder - Simi Valley, CA

2004 to 2007

### **Project Manager**

SCV Pools - Santa Clarita, CA

1994 to 2001

#### Duties/Responsibilities:

Starting new construction with dig to finish with pools and spas.

Responsible for all levels of quality to be met for each homeowner.

Weekly reports to management on status completion.

Working closely with subcontractors and vendors to meet dates.

Bidding on Commercial and Residential Projects, pulling permits, scheduling subcontractors and suppliers during the project.

Prepare and maintain detailed project budgets so that total is at cost.

Managing Projects until completion.

Prepare purchase requisitions.

## Education

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### **Jr. College**

Cypress Jr. College - Cypress, CA

October 1987

## **High school or equivalent**

Santa Fe High School - Santa Fe Springs, CA

September 1982 to June 1986

## Skills

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- Supervising Experience (10+ years)
- Maintenance (10+ years)
- Smartsheet (5 years)
- Yardi (5 years)
- Microsoft Office (10+ years)
- Project Management (10+ years)
- Handyman (10+ years)
- Contract Negotiation (10+ years)
- Drywall (10+ years)
- Electrical Experience (10+ years)
- Handyman (10+ years)
- Property Management (10+ years)
- Pool Maintenance (10+ years)
- Appliance Repair (10+ years)
- Plumbing (9 years)
- Landscape Maintenance (10+ years)
- Office Management (5 years)
- Construction (10+ years)
- Construction Management (10+ years)
- Mechanical Knowledge (10+ years)
- Remodeling (10+ years)
- Blueprint Reading (10+ years)
- Boiler (10+ years)
- Carpentry (10+ years)
- Lawn Care (10+ years)
- Management (9 years)
- Project Planning (10+ years)
- Program Management (6 years)
- Quality Assurance (10+ years)
- Facilities Maintenance (10+ years)
- Quality Assurance (10+ years)
- Construction Estimating (10+ years)
- Multifamily construction
- Construction

## Certifications and Licenses

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**HVAC**

**OSHA 10**