

**PROFESSIONAL SUMMARY**

A highly experienced facilities professional with a comprehensive background in facility management. Has demonstrated exceptional leadership in various roles, including as facilities superintendent and supervisor, and successfully managed teams and complex projects. Responsible for a range of administrative and supervisory tasks, ensuring the efficient oversight of field operations and personnel within the Facilities Department. This includes developing strategic facility maintenance plans, implementing best practices, and leading initiatives to enhance operational efficiency.

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**PROFESSIONAL EXPERIENCE**

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**CITY OF ROYAL OAK-- Royal Oak, Michigan*****Superintendent of Facilities*** (2024 - Present)

- Supervises and manages all tasks related to facility maintenance. This includes, but is not limited to, heating, ventilation, and air conditioning (HVAC), plumbing, electrical systems, elevators, roofing, custodial services, security, traffic signals, streetlights, environmental safety, and event coordination. Additionally, evaluates and makes recommendations for equipment purchases, including HVAC systems, environmental controls, and security systems.
- Reviews costs, progress of work projects, and preventative maintenance programs, and budget matters to identify potential problems and determine possible solutions.
- Coordinates with other city departments to facilitate construction, repair, installation, and alteration projects and monitors work order entries for accuracy and completion.
- Determines and initiates corrective measures in emergency maintenance situations. Works with the Director of Public Services and city consultants to make recommendations for public improvements, construction, and repair projects.
- Assists with the development of specifications for building and property purchases by sketching, planning, reviewing, and interpreting blueprints and manufacturing specifications.
- Inspect major work projects while in progress and when completed to ensure compliance with job specifications and procedures, and within budget.
- Reviews of facilities, equipment, and procedures to ensure compliance with federal regulations, city ordinances and policies, and State statutes and environmental regulations to secure the safe and efficient operation of the department.
- Manage city staff's facilities and projects while serving as the project manager for various facilities initiatives, acting as a liaison to building occupants to identify and resolve current and potential maintenance issues.
- Assist staff in implementing effective sustainability initiatives at city facilities, such as energy-efficient upgrades, waste reduction programs, and water conservation strategies.
- Oversee selected contract operations and emergency crews outside of regular business hours. May be required to work a modified schedule to accommodate project schedules and deadlines.
- Establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, professional contacts, elected officials, and the public, and is committed to equality, diversity, and inclusion in all duties and responsibilities.

***CHARTER TOWNSHIP OF BLOOMFIELD – Bloomfield Township, Michigan  
Facilities Services Department Head (2022-2024)***

- Performed regular assessments and audits of physical infrastructure and digital security systems, identifying vulnerabilities and implementing corrective actions. Managed the budget for upgrades to cloud-based security equipment, including card access systems, CCTV cameras, burglar alarms, and fire protection.
- Utilized, monitored, and manipulated the SIEMENS—Desigo Building Management System (BMS) and ensured it operated optimally to prevent system failures during extreme weather events.
- Responsible for preparing the capital and operational budget for HVAC repairs and maintenance for the director and in developing and controlling the budget, conducting analytical and accountability analyses, and planning for equipment replacement. Additionally, assist in developing and implementing policies and procedures for facilities management, and manage procurement processes.
- Prioritized, performed maintenance and repairs, and coordinated custom projects as needed, and conducted regular inspection schedules and implemented preventative maintenance, equipment replacement, and significant projects for library facilities and grounds.
- Maintained records, prepared reports, analyzed data, and composed correspondence related to all facility-related work as needed.
- Coordinated with external contractors to complete major renovations within strict timeframes, ensuring minimal disruption to building patrons. Coordinated and participated in all inspections with state and local external agencies of the facility, and took corrective action as needed. Also, maintained cooperative relations with peer agencies and other governmental units.
- Kept abreast of infrastructure and facility management developments, new administrative techniques, and current issues through continued education and professional growth.
- Perform duties for operations problems, equipment emergencies, storms, power outages, and other emergencies deemed necessary by management after regular working hours, weekends, and holidays.

***CHARTER TOWNSHIP OF VAN BUREN – Van Buren Township, Michigan  
Superintendent of Building and Grounds (2021-2022)***

- Supervised the cleaning, maintenance, and repair work of township-owned and/or operated facilities, grounds, including township hall, police and fire departments, all township parks, and cemeteries, and supervised burial activities.
- Assisted in developing and implementing Cityworks, Computerized Maintenance Management System (CMMS) for all maintenance, repairs, township-owned motor pool, and burial activities, to include documentation of work efforts in the CITYWORKS database.
- Established and maintained positive relationships with citizens, community groups, Township officials, employees, and other interests, served on special committees, participated in civic and professional organizations as appropriate, and responded to public inquiries and investigated complaints.
- Worked with Information Systems personnel to define departmental needs and foster departmental transition to new or upgraded technology, and implemented innovative technology within facility operations.
- Prepared and reviewed plans, specifications, and cost estimates, or obtained them through outside sources, for the maintenance and repair of buildings, facilities, systems, and equipment, or the completion of various capital improvement projects, done per the terms and conditions of the contract as the primary project manager.

- Provided professional leadership to the Director of Public Works in budget development and control, analytical and accountability analysis, manpower, parts, material, equipment, and fleet replacement planning, including project planning, procurement, and prepared reports as requested by the Director of Public Works or Township Administration or as required by other entities.
- Trained employees in work procedures, standards, and safety practices, interviewed and recommended selection of job applicants, evaluated employee performance, prepared improvement plans for corrective and disciplinary actions as needed, and recommended new policies to improve efficiency.
- Required to be available to perform duties for operational problems, equipment emergencies, storms, power outages, and other emergencies deemed necessary by management after regular working hours, weekends, and holidays, and expected to adhere to safety practices, wear appropriate personal protective equipment, and work during inclement weather. Required to work in and adapt to office and field environments, such as construction sites with all the associated hazards, as needed.
- Attended Township Board meetings, completed special projects, and made presentations as requested.
- Considerable knowledge of the safety issues, tools, methods, and materials utilized in public works and facilities management operations.

***WASHTENAW COUNTY ROAD COMMISSION – Ann Arbor, Michigan***

***Facilities Supervisor (2019 – 2021)***

- Met with developers, architects, and contractors to assess quality, progress, and overall performance and conducted field inspections of new construction and remodeling projects to determine compliance with approved plans, specifications, and other contract documents.
- Provided, developed, and prepared annual facility capital and operating budget for the Director of Operations and prepared short- and long-term budgetary capital plans for all county-wide properties and infrastructure.
- Served as liaison to building occupants, identified and resolved current and potential facility maintenance problems, and ensured facilities' regulatory compliance. Supervised, enforced, and trained building occupants in emergency evacuations and ensured building and fire regulations compliance.
- Solicited and administered building maintenance contracts and monitored activities of service employees. Consulted with contractual supervisors to ensure compliance with contract specifications and conducted inspections to ensure facilities were maintained correctly.

***CHARTER TOWNSHIP OF WATERFORD – Waterford, Michigan***

***Facilities & Operations Superintendent (2017 – 2019)***

- Responsible for all township-owned and operated buildings, facilities, and grounds, drains, sidewalks, roadways, bike paths, equipment, vehicles, maintenance garage operations, and cemeteries.
- Utilized Cityworks, Computerized Maintenance Management System (CMMS) in facilitating and managing all maintenance and repairs for Township-owned and/or operated facilities and grounds, sidewalks, bike paths, automotive fleet, automotive inventory, and cemetery services related to the Division.
- Managed and monitored the Honeywell – ControlNet Building Management System (BMS) for all administration facilities and worked closely with HVAC Technicians and control contractors for process resolutions.
- Assisted the Director of Public Works in preparing the annual budget requests, annual and long-term (2-5 year) operating and capital budget, and improvement plan for all Township facilities, systems, and equipment. Administered the Facilities and Operations yearly operating and capital budget program

and ensured effective utilization of authorized budget procedures while analyzing both capital and operational needs.

- Conducted periodic analyses of energy usage, space utilization, and mechanical and electrical maintenance of the buildings and facilities under the charge of the Division and introduced utility net-neutrality emissions programming for all facilities on campus.
- Conducted assessments of departmental operations and staffing levels, and was responsible for hiring personnel within the division, as well as managing facilities and equipment, and made recommendations for improvements and implemented necessary changes. Directed the daily activities of all Facilities and Operations staff by preparing schedules, assigning tasks, supervising work, and determining priorities. Additionally, I evaluated personnel performance and arranged for staff development within the division.
- Annually reviews all vehicle and equipment usage and selects new fleet additions upon the department's request. Responsible for purchasing and maintaining all township vehicles and garage operations, and prepared antiquated vehicles for removal from the fleet to be resold.
- Prepared reports as requested by the Director of Public Works, the township Administration, or other entities.
- Attended Township Board meetings, completed special projects, and made presentations as requested.

***Personnel and Safety Coordinator (2008 – 2017)***

- Developed and implemented township-wide safety, training, and accident prevention programs to reduce or eliminate occupational accidents, injuries, illnesses, deaths, and/or financial losses.
- Collaborated with the designated township Risk Manager to review related workers' compensation, property damage, and liability accidents. Reviewed data for trends and recommended corrective action or preventative measures. Assisted with developing and updating the Township's loss control policies, operational procedures, and emergency preparedness program.
- Developed and implemented safety training and accident prevention programs township-wide to reduce or eliminate occupational accidents, injuries, illnesses, deaths, and/or financial losses. Meet with immediate supervisors and township department heads to determine training needs and to ensure successful programs.
- Scheduled and conducted inspections of work areas, sites, shops, facilities, and fleet to detect potential or existing unsafe/hazardous conditions or unsafe work practices. Also, ensure work is performed in adherence to established safety procedures. Recommended corrective or preventative measures, where needed, to reduce accidents and injuries.
- Developed and conducted supervisor and employee training in safety and loss prevention, including Occupational and Safety Health Administration (OSHA), Michigan Occupational and Safety Health Administration (MIOSHA), and Environmental Protection Agency (EPA) requirements aimed at reducing injuries/accidents in the workplace.
- Implemented innovative safety technology within the Division. Worked with Information Systems personnel to define departmental needs and foster departmental transition to new or upgraded technology.
- Serves as a DPW Liaison regarding occupational health issues and recommends and analyzes favored duty assignments for workers' compensation and employees with disabilities
- Accompany and assist with OSHA inspections. Makes recommendations for OSHA Compliance.
- Continually works with the Township Police Department to develop and update the township's loss control policies, operational procedures, and emergency preparedness program.

**EDUCATION**

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- **Master of Science – Public Administration**  
Columbia Southern University – Orange Beach, Alabama 2012
- **Master of Science – Occupational Safety and Health (Environmental Management)**  
Columbia Southern University – Orange Beach, Alabama 2009
- **Bachelor of Science in Education – Occupational Safety and Health**  
University of Wisconsin - Whitewater – Whitewater, Wisconsin 2002

**CERTIFICATIONS**

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- CERTIFIED PROFESSIONAL MAINTENANCE MANAGER (CPMM) – ASSOCIATION OF FACILITIES ENGINEERING - 2025
- Associate in Risk Management (ARM) – The Institutes - 2023
- Certified Facility Manager (CFM) – International Facilities Management Association – 2023
- Sustainability Facility Professional (SFP) – International Facilities Management Association – 2023
- Facilities Management Professional (FMP) – International Facilities Management Association – 2022
- Facilities Management Certificate (FMC) – BOMI International – 2022
- Licensed Safety Professional (LSP) – National Association of Safety Professionals – 2021
- ProFM Credential – Professional Facility Management Institute – 2020
- Class A&B Underground Storage Tank (UST) System Operator – International Code Council – 2014
- Level 1 & 2 - Safety and Health Compliance General Industry - MIOSHA Training Institute – 2012
- Occupational Safety and Health Professional (132 Hour Course) – OSHAcademy – 2011
- Industrial Hygiene Management Certificate – Columbia Southern University -2009

**AFFILIATIONS**

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- APWA (American Public Works Association) 2021 - Present
  - Member – Facilities and Grounds Committee
- MMRMA (Michigan Municipal Risk Management Authority)
  - Vice Chair – Public Services Risk Control Committee 2008 - 2019
  - Membership Committee 2014 - 2016
  - Membership Committee Vice-Chair 2017 - 2019
  - Facilities Management Risk Control Advisory Committee 2017 - Present
- MI-PRIMA (Michigan Public Risk Management Association)
  - Trustee 2016 - 2017
  - Secretary 2017 - 2018
- MWEA (Michigan Water Environment Association)
  - Health & Safety Committee Chair 2014 - 2019
- AWWA – MI (American Water Works Association - Michigan Section)
  - Safety Practices Committee Chair 2014 – 2019

**AWARDS**

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- MWEA – Health & Safety Professional of the Year 2014
- MI – AWWA (Michigan Section) - Safety Recognition Award 2013
- MWEA – Health & Safety Award for Small Municipal Facility 2013
- MWEA – Health & Safety Award for Small Municipal Facility 2011
- MI – AWWA (Michigan Section) - Safety Recognition Award 2010
- MI – AWWA (Michigan Section) - Health & Safety Award 2009
- MI – AWWA (Michigan Section) - Safety Recognition Award 2009

**MILITARY**

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- United States Army: 10<sup>th</sup> Mountain Division, Ft. Drum, NY** 2002-2007
  - Honorable Discharge