

William Karecky

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Highly motivated and professional **Facility/Project Manager** with over fifteen years combined experience in managing projects and building operations. Highly focused with a comprehensive construction and mechanical background to provide the underlying foundation of project management and building and grounds operations. A confident communicator who exhibits excellent interpersonal skills in working with a wide range of personnel to gain valuable insight and to provide an open line of communication. I am presently looking to join an organization to apply my vast experience, my excellent work ethic and my positive approach to completing tasks to the utmost satisfaction.

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|-----------------------------|-----------------------------|--------------------------|
| * Project Management Skills | * Preventative Maintenance | * Code Compliance |
| * Communication Skills | * NFPA Life Safety | * Safety Compliance |
| * Customer Service Oriented | * Organizational Skills | * Problem Solving Skills |
| * Schedule & Budget Mgt. | * Vendor & Procurement Mgt. | * MEP experience |
- * Possess the ability not only to understand the steps associated with Facility/Project management but I'm able to perform most tasks and corrective work as well.
 - * Computer literate to adopt existing Project Management or CMMS software already in place.

PROFESSIONAL EXPERIENCE:

UNFI (United Natural Foods) Howell NJ

2015 - Present

Facility Manager - Maintenance Manager

- Managed all aspects of maintenance programs and capital projects (420,000 square feet).
- Managed and supervised maintenance personnel performing preventative and corrective maintenance on overall building functions, systems, grounds and equipment.
- Implemented safety guidelines (OSHA) and continually made general safety improvements.
- Responsible for fire suppressions systems, back-up generators, security, tests and maintenance.
- Prepared, recorded and tracked purchase orders for needed supplies, parts and services.
- Negotiated and managed vendor service contracts and capital improvements bids overseeing the work was performed as per contract specifications.
- Performed and recorded daily inspections of property, equipment and grounds to document needed repairs and/or improvements.
- Collaborated with upper management on maintenance budgets as well as prioritizing capital expenditure improvement projects throughout the facility.

SHORE 2 SHORE ENTERPRISES LLC Brick, NJ

2005 - 2015

PROJECT MANAGER

- Meet with clients and/or stakeholders to understand business needs and to define scope.
- Blueprint review while preparing the necessary project and municipal permit documentation.
- Prepare bid packages and held meetings with subcontractors to outline work to be performed.
- Prepare detailed cost and schedule estimates for all phases of the project while adjusting

cost and time parameters associated with each phase of the project.

- Plan and coordinate scheduled work, and visit work sites on a regular basis to gauge contractor performance, quality standards and to confirm all work meets contract requirements.
- Verify site requirements to ensure work being performed meets standard safe work practices and OSHA standards.
- Complete projects within schedule and budget parameters while confirming that all work is satisfactory completed, meet contract requirements and all documents are finalized.

PROJECT MANAGEMENT SAMPLES:

- **Ocean County NJ Public Defenders Building**
- **Stitch-n-Sew Fabric Warehouse**
- **Insurance Restoration of Residential/commercial losses**
- **Bob Massey Retail Complex**

GRMS Associates, Toms River NJ

2002 - 2005

CAPITAL PROJECTS AND BUILDING MAINTENANCE MANAGER:

State Leased Ocean County Public Defenders Building (sub-contracted)

The Allen Street Corporate Complex.

- Prepared and managed budgets for work performed, supplies and vendor services.
- Planned, coordinated and conducted day-to-day operations to include general repairs, HVAC, electrical, plumbing, fire suppression, communication, life safety, security, groundskeeping, etc,
- Created work orders and/or performed preventative maintenance.
- Monitored and scheduled existing service contracts for performance.
- Periodic inspections and testing of Life Safety equipment/system to verify they are operable.
- Scheduled State and Local officials for required Life Safety (NFPA) and building inspections.
- Developed and maintained solid relationships with clients and tenants.

BIO-NOMIC RESOURCES Eastern office: Point Pleasant, NJ

Now defunct

INDUSTRIAL MAINTENANCE MECHANIC AND SUPERVISOR (8) years.

- Set-up, operated, repaired and maintained process equipment throughout the US for municipalities and companies such as Exxon, Alcoa, Power Plants, etc.,
- Experienced in electrical (480), PLC's, pneumatics, plumbing, mechanicals, hydraulics, etc.,

EDUCATION/CERTIFICATES/TRAINING/SKILLS:

* **Bachelor of Arts**, Thomas Edison State University, Trenton, NJ 08608

* **Associate in Computer Science**, Excelsior College, Albany, NY 12203

* HVAC Technician Cert. EPA 608 Universal

* EPA Lead Safety Certificate

* OSHA 10-hour Training for General Industry

* 360 Insurance Claims Training

* Experience with CADD

* LEEDS Green Associate course

* Microsoft Office (Word and Excel).

* Familiar with Maximo CMMS software

* IFMA member.

* Audited and approved by the Project Management Institute (PMI) to take exam to acquire the Project Management Professional (PMP) certification. Estimated exam: August 2017