

Michael Billig

Service Manager - Chesterfield Apartments

Fairless Hills, PA - Email me on Indeed: [indeed.com/r/Michael-Billig/5a3dedfd6a2eac31](https://www.indeed.com/r/Michael-Billig/5a3dedfd6a2eac31)

To obtain the position of chief engineer in a hotel wherein my professional experience will contribute effectively towards providing excellent maintenance service.

WORK EXPERIENCE

Service Manager

Chesterfield Apartments - Levittown, PA - 2013 to Present

Run the day to day operation for an apartment complex of 247 units. Manage two guys directly under me, and oversee apartment remodels including ordering all materials contractors. Schedule vendors for turn overs in an organized manor such as carpet cleaning/replacement, cleaning, and general maintenance following a move in deadline. Ordering all supplies for the maintenance shop and property. Snow removal including plowing, shoveling, snow blowing, and salting property.

Assistant Chief Engineer

Sheraton Hotel - Langhorne, PA - 2012 to Present

Fill in as Chief Engineer whenever needed. Manage major projects, weekly schedule, PM Programs and all corresponding paperwork. Responsible for maintenance inventory, ordering supplies, obtaining bids for capital expense projects and handle all corresponding paperwork. On site for all emergencies and during bad weather. Delegate work daily within the Maintenance Department.

Lead Engineer

Sheraton Hotel - Langhorne, PA - 2009 to 2012

Train new Chief Engineers and Maintenance Personnel on hotel procedures and the Ving lock systems. Present training to staff on hotel life safety systems (fire panel, emergency generator, transfer switch, sprinkler system). Programming and repair of electrical locks, back house and guest rooms. Coordinate with suppliers and vendors. Responsible for HVAC repairs (roof top unit PM's - PTAC rebuilds, split unit PM's and repairs, roof ventilator repairs), electrical repairs (switches, outlets, ballasts and light sockets) and plumbing repairs by changing out parts (toilets, diverter valve, pressure regulators, faucets and small pumps). Trouble-shoot and repair housekeeping equipment, guestroom televisions, lights, furniture, fire panel, smoke heads and in-

room units. Perform preventative maintenance on guest rooms, meeting rooms, public areas and restrooms per checklist and maintain all records. Responsible for recording equipment readings, meter readings and material requisitions in a legible and orderly manner. Ensure parking lot/sidewalks are clean of debris, trash, stains, etc. and basic touchup of interior finish work (paint, vinyl, sheet rock, woodwork). Demonstrate to guests how to properly operate or use hotel equipment. Maintain pool and spa in accordance with health code standards.

Member of Care Committee - 3 years

Tech

Larry's Window Cleaning - Levittown, PA - 2005 to 2006

Responsible for providing estimates to potential customers, stocking the truck, cleaning windows, which involved climbing ladders, completing associated paperwork.

EDUCATION

Diploma

Pennsbury High School
2003

Refrigeration

Ferris State University

ADDITIONAL INFORMATION

SUMMARY OF SKILLS

- Excellent communication skills
- Strong ability to solve problems and decision making as immediate as possible
- Have basic knowledge of HVAC equipment
- Basic computer knowledge (Windows, Microsoft Word, Excel)
- CPR Certified
- EPA Refrigerator Transition and Recovery Certification