

# Robert Hogan

## Facilities & Transportation Manager

Williamstown, NJ - Email me on Indeed: [indeed.com/r/Robert-Hogan/98cc2b442b629306](https://www.indeed.com/r/Robert-Hogan/98cc2b442b629306)

- Over 20 years of progressive multi-facility management and operations experience with a strong customer satisfaction focus and lean operational perspective.
- Proven ability to conduct planning, organizing, coordinating and directing of all operational functions including personnel, financial, projects, regulatory, space usage, leasing, construction, maintenance, housekeeping, grounds, public bidding, contractor/vendor and supportive services.
- Demonstrated leadership in strategic planning, program development, project management, operational goal achievement, lean efficiencies, sustainability, document control, procedural processes. Six Sigma Green Belt Certified.
- Aptitude to ensure / coordinate compliance with applicable federal and state regulations regarding facility operation and administration.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Facilities & Transportation Manager

Tabernacle Township Schools - Tabernacle, NJ - July 2014 to Present

##### Responsibilities

Responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.

Planned and implemented a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.

Established appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.

Directed the maintenance and custodial of all facilities and areas.

Responsibility for the implementation of the district's school Integrated Pest Management(IPM) policy and Indoor Air Quality (IAQ) as required by statute.

Manages state environmental and health permits for well, ground, and storm waters, and publically owned treatment works (POTW) for sewerage.

Serves as district liaison for Sustainability initiatives including Sustainable Jersey for Schools. Developed sustainable purchasing, cleaning, leadership, and healthy school environments programs leading to certification for one school in 2014 at bronze level..

Recruits, screens and recommends for hiring, assigns and supervises all custodial, maintenance, transportation, and grounds keeping staff.

Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

Recommends for purchase necessary equipment and supplies and maintains an inventory of them.

Maintains schedules of work for each individual building and department and ensures that proper supplies are on hand in each facility.

Establishes and supervises summer cleaning programs and schedules.

Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.

Ensures that standards consistent with all applicable local, state and federal laws are maintained.

Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.

Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.

Implementation of Right-to-Know data practices, procedures and record keeping under the direction of the school business administrator.

Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.

Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.

Assist in preparation and administers the budget for maintenance, grounds, security and custodial supplies and equipment.

Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.

Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.

Confers with school principals, architects, engineers and other parties in making plans for landscaping, planning and maintenance of various school buildings and grounds.

Maintains all records that are required by board policy, statute or administrative code.

Interprets and enforces board policies regarding school maintenance, safety and security procedures.

Supervises snow removal procedures during inclement weather.

State of NJ Designated Person for AHERA, IPM, IAQ and RTK.

Coordinator and liason to state for Sustainable Jersey for Schools program

Regulatory compliance officer for NJ Dept of Environmental Protection for ground, storm water treatment management, Sewer Plant Operation, SPCC,

Responsible for the annual and daily coordination of pupil transportation services.

#### Skills Used

Leadership: Management philosophy is to lead by fostering a culture based on the principles of respect, integrity, ownership, innovation and collaboration. Promote the cultural values and mission of the organization using integrity, honesty, transparency and effective communication. Focus is on a positive attitude with the constant attention to improvement, cooperation, collaboration and innovation. Honest, motivational communication and team development strategies are highly valued. Able to supervise, monitor, instruct, and develop staff. Encourages diversity within the workplace.

Operational Management: Policy and strategy formulation and implementation skills of operation and maintenance for a large organization as Facilities Manager, Project Manager, Transportation Coordinator, Environmental Health and Safety Manager, Insurance Coordinator, Maintenance and Custodial Foreman. Demonstrated effective decision making and information analysis abilities across multiple facilities and geographic areas. Ability to prioritize competing responsibilities. Work closely with all levels of employees to ensure coordinated communication of activities. Proven resource development and management skills.

Financial Management: Ability to read, understand, analyze and interpret financial documents, reports, and data. Accounting and financial analysis skills. Demonstrated budget management and business acumen in analyzing, monitoring and controlling aspects of financial targets including cost and expense control. Experienced in the public bidding process; specification development, estimation, bidder qualification, analysis and awarding.

Documentation Management: Developed policies, regulations and procedures through a cross-functional team facilitation and collaboration process. Developed a wide variety of policies and procedures affecting safety, health and security issues, including but not limited to facilities management, food biosecurity plan, indoor air quality (NJPEOSH), water intrusion control, Integrated Pest Management (NJDOHSS), laboratory safety and chemical hygiene (OSHA and PEOSH), NJ Right to Know / Hazard Communications, Hazardous Chemical Risk Management (USEPA), Process Hazard Analysis (OSHA), crisis management and emergency response plans.

Facilities Management: Ability to monitor asset performance and life cycle with emphasis on efficient and cost effective maintenance of facility systems including budgeting staff and operating costs, and tracking performance. Demonstrated ability to develop an effective understanding of facility functions and maintenance in order to insure an efficient and cost effective operation of the facility. Responsibilities have encompassed all facility operational aspects of schools, manufacturing, transportation, sewerage, and other properties (up to 780,000 Sq. Ft and 210 acres) including serving as Facilities Manager and in each of three Physical Plant Operational Foremen positions; providing management services for capital construction and renovation projects, human resources, fleet, purchasing, cost control, budgeting, public bidding, reporting, planning, training and evaluation of departments and personnel; ensuring compliance with OSHA/NJPEOSH, EPA/NJDEP, USDOT, NJDHSS and various other environmental and health regulations; claim management for workers compensation, property and automotive insurance; program development facilitator for crisis management and safety committees.

Project Management: Ability to create, read, scale, interpret, maintain, and use construction documents. Demonstrated strong organizational skills including the ability to prioritize, multi-task and manage deadlines.

Project management experience including capital expenditures for new construction, renovations and improvements, which includes document review, strategic planning, administration, code compliance, field observation and punch list closure. Projects included renovation of two facilities (\$15 million referendum), construction of a new transportation center (\$4.5 million), traffic pattern improvements, storm water and projects involving roofing, HVAC, structural, electrical, plumbing, security and interior finishes. Developed public bid specifications, bid drawings, openings, review, analysis and awards. Responsible for AutoCAD related project design, specification, document development, and strategic planning of internal projects. Public Safety / Security: Experience in design, installation and operation of various physical and electronic security systems, procedures, and processes necessary to provide for the protection of assets, employees and students.

Safety: Demonstrated ability to promote compliance with health and safety policies and procedures to ensure attainment of expectations and standards. Experienced providing timely training to employees on a variety of safety related topics. Knowledge necessary to enhance safety integrity levels in the workplace and community with a focus on each element of the operations philosophy to ensure a safe, trained and motivated workforce.

Regulatory Compliance: Accountable for ensuring regulatory compliance with local, state and federal statutes and internal compliance with organization's policies. Responsible for OSHA and NJPEOSH compliance, USEPA SARA Title III (EPCRA), Clean Air Act 112(r), Risk Management Planning, USDOT and EPA Hazardous Materials Regulations as well as applicable regulations under the New Jersey Department of Education, Environmental Protection, Division of Consumer Affairs, Department of Transportation and Pinelands Commission. Facilitated OSHA Process Safety Management plans and Process Hazard Analysis functions for internal and external customers. Responsible for all governmental regulatory reporting and permitting.

Risk Management: Demonstrated problem solving and decision making abilities that result in a safer workplace for employees and facility occupants. Performed safety, security and compliance inspections of district facilities in accordance with the NJ Domestic Security Preparedness Act, Life Safety standards, NJ Department of Education, PEOSH and insurance cooperative requirements. Investigated and managed workers compensation, accident and property insurance claims with recommendations for corrective actions. Experienced worker's compensation loss ratio reductions from 167.8% in 2000-01 to 12.5 % in 2006-07 resulting in insurance premium savings for a public school district.

Human Resources Management: Experienced in various human resource functions including identifying and selecting employees, orientating and training staff, appraising and rewarding employees and providing a safe, ethical and fair employment environment. Experienced with performance and conduct issues involving subordinate employees and supervisors. Demonstrated results in employee development and retention by establishing work group goals, developing organizational capabilities and modeling cooperative work ethics. Proven personnel management abilities with up to 28 direct reports across three departments simultaneously.

Quality Management: Demonstrated ability to identify and integrate best practices using strong analytical skills with a focus on adding value to the organization. Continuously challenges the status quo to identify improvement opportunities. Ensures customer satisfaction improvement through continuous action planning and follow-up. Developed new corporate quality and auditing programs in accordance with ISO 9000 and 14000 Standards. American Society of Quality Certified Six Sigma Green Belt.

### **Manager Facilities, EHS, and Security**

Packaging Coordinators, Inc. - Philadelphia, PA - March 2013 to July 2014

### Responsibilities

My experience is currently used at the Packaging Coordinators, Inc in Philadelphia, PA. to provide timely, competent and professional coordination of building management, maintenance, housekeeping, engineering, security, EHS and support services for a specialized pharmaceutical packaging facility, and commercial lease tenants. This responsibility ensures the uninterrupted and sustainable operations of this specialized facility to guarantee the quality, integrity, and capacity of supporting the organization's goals and objectives regarding cGMP pharma solutions.

### Accomplishments

- = Managed the maintenance, grounds, equipment and physical plants of a 450,000 sq.ft. facility specially designed for pharmaceutical packaging.
- = Managed lease relationships with two major pharmaceutical manufacturers as lessor of an additional 140,000 sq.ft. space.
- = Identified, planned, justified and managed capital projects of \$11 million for FY13/14 including office and production renovations, generators, chiller, HVAC and HEPA clean rooms, fire sprinkler, security camera and access systems, roofing, warehouse and material handling systems, USDEA secured storage areas, and Potent Compound Containment systems.
- = Managed a unionized staff of to include 3 maintenance, 1 warehouse, 12 janitors, 15 contract security officers, 1 non-union Facility Coordinator and 1 EHS Technician.
- = Managed relationships with various contractors including electrical, plumbing, HVAC, engineering, grounds, roofing, security, material handling, and furniture and fixture suppliers.
- = Developed and sustained customer relationships through direct interaction, responsiveness and accountability associated with facility systems, design modifications, capabilities and specifications.
- = Identified, planned, justified and managed capital projects of \$1.1 million for FY13/14 including office and production renovations, generators, chiller, HVAC and HEPA clean rooms, fire sprinkler, security camera and access systems, roofing, warehouse and material handling systems, USDEA secured storage areas, and Potent Compound Containment systems.
- = Demonstrated effective decision making and information analysis abilities across multiple facilities and geographic areas.
- = Analyzed operational challenges using business process improvements methodologies, project management and internally developed programs in order to develop solutions that resulted in reductions in cost and increased efficiencies.

### Skills Used

- = Fostered and championed involvement by all levels of the organization in "Best Practice" processes such as Lean Six Sigma, 5S, TQM and Standard Work.
- = Maintain facility and mechanical standards as required through cGMP and appropriate regulatory agencies (FDA, MHRA, DEA, OSHA, etc.)
- = Developed and maintained a High Security Integrity Profile for special private and government agency customers.
- = Demonstrated ability to manage financial plans, budgets, forecasts, productivity and staffing plans.

### **Facility Operations Manager / Research Laboratory Coordinator, Office of the Dean**

Robert Wood Johnson Medical School - Camden, NJ - April 2009 to March 2013

Responsible for the oversight and coordination of facility operations, administration, events and support services at a third and forth year aliphatic medical school and biomedical research facility affiliated with Cooper University Hospital. Reports to the Administrative Dean, Associate Dean of Research and the Director of Administration (New Brunswick Campus).

### **EHS and Project Manager; Assistant Facilities Manager; Occasional Trades Foreman**

Evesham Township Public Schools - Marlton, NJ - January 2001 to June 2008

#### Responsibilities

Through the application of a diverse combination of education, training and practical experience, I have proven myself to be a leader in operational efficiency, facility management, transportation logistics, and strategic plan development.

- = Demonstrated leadership and administrative skills in strategic planning, program development, project management, operational goal achievement, sustainability, human resources, and documentation control.

- = Consistently articulate those experiences and accomplishments that best demonstrate my ability to identify core challenges, assimilate critical data, develop and employ solutions, and apply the insight requisite to develop strategic advantage for all stakeholders.

- = Excellent organizational and interpersonal skills with the ability to work with all constituency groups.

- = Focused translation of strategies into organizational goal oriented results.

- = Compliment my business acumen and education with my unique experience in process improvement, project management, regulatory affairs, quality, construction, documentation, cost analysis, goal alignment, public speaking and organizational functionality.

Certifications: = NJ Certified Educational Facilities Manager = (PEOSH) Indoor Air Quality, Certified Designated Person = NJDHSS, Integrated Pest Management Coordinator = (AHERA) Management Planner and Building Inspector Certification = NJDEP, Radon Measurement Technician = FEMA-LS363 Multi-hazard Emergency Planning for Higher Education = Commercial Drivers License (CDL) Class B / P, S Business Goals: 1. Stakeholder Satisfaction 2. Sustainable Business Practices 3. Safe & Secure Environment 4. Maximize Improvements and efficiencies Other Qualifications: = United States Citizen = Selective Service Registered Security Clearance Eligible

- = Competent in critical system diagnosis, analysis, and corrective action.

- = Achieved competitive advantage by developing capabilities and core competencies within the workforce through team building and a people oriented approach to generate higher value returns for stakeholders.

- = Proven ability to conduct planning, organizing, coordinating and directing of all Facilities and Transportation Operational functions including financial, personnel, projects, regulatory, renovation, construction, maintenance, housekeeping, grounds, public bidding, contractor, vendors, and supporting services.

- = Proven aptitude to ensure and coordinate compliance with all State and Federal laws pertaining to building maintenance, safety and security.

- = Proven personnel management abilities with up to 28 direct reports across three departments simultaneously.

- = Promote the cultural values and mission of the organization using integrity, honesty, transparency and effective communication. Focus is on a positive attitude with the constant attention to improvement, cooperation, collaboration and innovation

- = Ability to monitor asset performance and life cycle with emphasis on efficient and cost effective maintenance of facility systems including budgeting staff and operating costs, and tracking performance.

- = Experienced in the public bidding process; specification development, estimation, bidder qualification, analysis, awarding and vendor management.

- = A record of increasing responsibilities and demonstrated professional success in leadership and management of a wide range of complex business activities in facilities management, operations, safety and risk management.

- = Continued development of a demonstrated history of growth and success over the last 25 years underscores my abilities to function as a visionary as well as effectuate positive growth and change in any organizational operational field.

#### Accomplishments

Over 20 years progressive Facility Management and operations experience with a strong customer satisfaction focus/perspective (TQM, ISO 9001 & 14000, Six Sigma).

- = Responsibilities have encompassed all operational aspects of educational, commercial and industrial facilities and properties (up to 780,000 Sq. Ft & 222 acres).

- = Identified, planned, justified and managed capital projects of \$2.1 million including office and production renovations, generators, chiller, HVAC and HEPA clean rooms, fire sprinkler, security camera and access systems, roofing, warehouse and material handling systems, USDEA secured storage areas, and Potent Compound Containment systems.

- = Analyzed operational challenges using business process improvements methodologies, project management and internally developed programs in order to develop solutions that resulted in reductions in cost and increased efficiencies.

- = Experience and commitment to project management process, development, implementation and success. Projects included renovation of two facilities (\$15 million), capital construction of a transportation center (\$4.5 million), traffic pattern improvements, security upgrades (\$850K) and various projects involving roofing, HVAC, structural, energy, electrical, plumbing, water treatment, and interior finishes.

- = Ability to monitor asset performance and life cycle with emphasis on efficient and cost effective maintenance of facility systems including budgeting staff and operating costs, and tracking performance.

- = Developed a wide variety of policies and procedures affecting safety, health and security issues, including but not limited to facilities management, food bio-security plan, indoor air quality (NJPEOSH), water intrusion control, sustainability, Integrated Pest Management (NJDOHSS), laboratory safety and chemical hygiene (OSHA & PEOSH), NJ Right to Know / Hazard Communications, Hazardous Chemical Risk Management (USEPA), Process Hazard Analysis (OSHA), crisis management and emergency response plans, security risk management plans.

- = Developed and implemented preventative maintenance programs for facility systems and transportation fleets.

- = Developed and managed strategies for the reduction of Workers Comp Loss ratios from 167.8% to 12.5% over a six year period.

- = Developed and sustained customer relationships through direct interaction, responsiveness and accountability associated with facility systems, design modifications, capabilities, specifications.

#### Skills Used

Leadership: Management philosophy is to lead by fostering a culture based on the principles of respect, integrity, ownership, innovation and collaboration. Promote the cultural values and mission of the organization using integrity, honesty, transparency and effective communication. Focus is on a positive attitude with the constant attention to improvement, cooperation, collaboration and innovation. Honest, motivational communication and team development strategies are highly valued. Able to supervise, monitor, instruct, and develop staff. Encourages diversity within the workplace.

Operational Management: Policy and strategy formulation and implementation skills of operation and maintenance for a large organization as Facilities Manager, Project Manager, Transportation Coordinator, Environmental Health and Safety Manager, Insurance Coordinator, Maintenance and Custodial Foreman. Demonstrated effective decision making and information analysis abilities across multiple facilities and geographic areas. Ability to prioritize competing responsibilities. Work closely with all levels of employees to ensure coordinated communication of activities. Proven resource development and management skills.

Financial Management: Ability to read, understand, analyze and interpret financial documents, reports, and data. Accounting and financial analysis skills. Demonstrated budget management and business acumen in analyzing, monitoring and controlling aspects of financial targets including cost and expense control.

Experienced in the public bidding process; specification development, estimation, bidder qualification, analysis and awarding.

**Documentation Management:** Developed policies, regulations and procedures through a cross-functional team facilitation and collaboration process. Developed a wide variety of policies and procedures affecting safety, health and security issues, including but not limited to facilities management, food biosecurity plan, indoor air quality (NJPEOSH), water intrusion control, Integrated Pest Management (NJDOHSS), laboratory safety and chemical hygiene (OSHA and PEOSH), NJ Right to Know / Hazard Communications, Hazardous Chemical Risk Management (USEPA), Process Hazard Analysis (OSHA), crisis management and emergency response plans.

**Facilities Management:** Ability to monitor asset performance and life cycle with emphasis on efficient and cost effective maintenance of facility systems including budgeting staff and operating costs, and tracking performance. Demonstrated ability to develop an effective understanding of facility functions and maintenance in order to insure an efficient and cost effective operation of the facility. Responsibilities have encompassed all facility operational aspects of schools, manufacturing, transportation, sewerage, and other properties (up to 780,000 Sq. Ft and 210 acres) including serving as Facilities Manager and in each of three Physical Plant Operational Foremen positions; providing management services for capital construction and renovation projects, human resources, fleet, purchasing, cost control, budgeting, public bidding, reporting, planning, training and evaluation of departments and personnel; ensuring compliance with OSHA/NJPEOSH, EPA/NJDEP, USDOT, NJDHSS and various other environmental and health regulations; claim management for workers compensation, property and automotive insurance; program development facilitator for crisis management and safety committees.

**Project Management:** Ability to create, read, scale, interpret, maintain, and use construction documents. Demonstrated strong organizational skills including the ability to prioritize, multi-task and manage deadlines. Project management experience including capital expenditures for new construction, renovations and improvements, which includes document review, strategic planning, administration, code compliance, field observation and punch list closure. Projects included renovation of two facilities (\$15 million referendum), construction of a new transportation center (\$4.5 million), traffic pattern improvements, storm water and projects involving roofing, HVAC, structural, electrical, plumbing, security and interior finishes. Developed public bid specifications, bid drawings, openings, review, analysis and awards. Responsible for AutoCAD related project design, specification, document development, and strategic planning of internal projects.

**Public Safety / Security:** Experience in design, installation and operation of various physical and electronic security systems, procedures, and processes necessary to provide for the protection of assets, employees and students.

**Safety:** Demonstrated ability to promote compliance with health and safety policies and procedures to ensure attainment of expectations and standards. Experienced providing timely training to employees on a variety of safety related topics. Knowledge necessary to enhance safety integrity levels in the workplace and community with a focus on each element of the operations philosophy to ensure a safe, trained and motivated workforce.

**Regulatory Compliance:** Accountable for ensuring regulatory compliance with local, state and federal statutes and internal compliance with organization's policies. Responsible for OSHA and NJPEOSH compliance, USEPA SARA Title III (EPCRA), Clean Air Act 112(r), Risk Management Planning, USDOT and EPA Hazardous Materials Regulations as well as applicable regulations under the New Jersey Department of Education, Environmental Protection, Division of Consumer Affairs, Department of Transportation and Pinelands Commission. Facilitated OSHA Process Safety Management plans and Process Hazard Analysis



functions for internal and external customers. Responsible for all governmental regulatory reporting and permitting.

**Risk Management:** Demonstrated problem solving and decision making abilities that result in a safer workplace for employees and facility occupants. Performed safety, security and compliance inspections of district facilities in accordance with the NJ Domestic Security Preparedness Act, Life Safety standards, NJ Department of Education, PEOSH and insurance cooperative requirements. Investigated and managed workers compensation, accident and property insurance claims with recommendations for corrective actions. Experienced worker's compensation loss ratio reductions from 167.8% in 2000-01 to 12.5 % in 2006-07 resulting in insurance premium savings for a public school district.

**Human Resources Management:** Experienced in various human resource functions including identifying and selecting employees, orientating and training staff, appraising and rewarding employees and providing a safe, ethical and fair employment environment. Experienced with performance and conduct issues involving subordinate employees and supervisors. Demonstrated results in employee development and retention by establishing work group goals, developing organizational capabilities and modeling cooperative work ethics. Proven personnel management abilities with up to 28 direct reports across three departments simultaneously.

**Quality Management:** Demonstrated ability to identify and integrate best practices using strong analytical skills with a focus on adding value to the organization. Continuously challenges the status quo to identify improvement opportunities. Ensures customer satisfaction improvement through continuous action planning and follow-up. Developed new corporate quality and auditing programs in accordance with ISO 9000 and 14000 Standards. American Society of Quality Certified Six Sigma Green Belt.

### **Manager Quality & Regulatory Affairs; Asst. Manager Quality & Regulatory Affairs**

Tanner Industries, Inc - Southampton, PA - 1997 to 2001

### **Analytical Chemist / Wet Formulation Chemist**

Sun Chemical Printing Inks, Inc - Philadelphia, PA - 1995 to 1997

Quality Assurance & Control Department

## **EDUCATION**

### **Masters of Business Administration**

Rowan University - Glassboro, NJ

December 2012

### **B.S. in Business Management**

Rowan University - Glassboro, NJ

2007 to 2010

### **A.S. in Chemistry**

Gloucester County College - Sewell, NJ

### **A.A.S. in Chemical Engineering**

Gloucester County College - Sewell, NJ

### **A.A.S. in Hazardous Materials Management**

Gloucester County College - Sewell, NJ

## CERTIFICATIONS

### **Educational Facilities Manager**

Nj Department of Education Certification.

### **Six Sigma Green Belt**

American Society of Quality

## ADDITIONAL INFORMATION

Core Competencies:

- Facilities / Operations / Administration / Management
- Budget Management
- Strategic Business Planning
- Staff Training, Development, & Team building
- Business Development / Planning
- Key Networking Skills