

# Matthew Wilcox

## Licensed Building Engineer - School District of Philadelphia

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Matthew-Wilcox/c246a4097ce8fb83](https://www.indeed.com/r/Matthew-Wilcox/c246a4097ce8fb83)

### WORK EXPERIENCE

#### Licensed Building Engineer

School District of Philadelphia - Philadelphia, PA - November 2004 to Present

- Responsible for the operation, testing, and preventative maintenance of all heating, ventilation, air conditioning, plumbing, electrical, refrigeration and swimming pool equipment, and any and all other mechanical equipment in the building, and maintaining logs on all said equipment
- Maintains a City of Philadelphia "Class A" Stationary Engineer license
- Supervises Support Engineers, Building Engineer Trainees, Cleaning Leaders, Custodial Assistants, Housekeepers, Elevator Operators, Maintenance Mechanics, and contracted services running within the school
- Holds meetings with Principals, Facilities Area Coordinators, Food Service Managers, and Philadelphia Federation of Teachers Representatives to discuss building needs
- Monitors environmental issues in the building, and maintains updating of the A.H.E.R.A. log book
- Coordinates all school repairs and requested maintenance work through the Avantis Computerized Maintenance Management System
- Performs minor maintenance tasks, including but not limited to: changing lights, changing ballasts, clearing clogged drains, repairing vandalized door knobs/handles, repairing desks, and adjusting door checks
- Tests and maintains all fire alarm and fire suppression equipment

#### CSR/ Box Office Attendant

Regal Entertainment Group - Philadelphia, PA - October 2003 to October 2004

- Sold tickets and provided information on show times.
- Greeted guests and provided customer service as needed.
- Pitched different promotions to customers.
- Worked with management team to provide assistance to guests and concessions staff's needs.

### EDUCATION

#### Criminal Justice

Community College of Philadelphia - Philadelphia, PA  
August 2001 to December 2001

South Philadelphia High School - Philadelphia, PA  
1997 to 2001

### SKILLS

Computer Experience. Ability to adapt quickly. Familiar with BAS systems. Familiar with Avantis work order system. Ability to learn quickly.