

# Thomas Greco

**Facilities Manager - The Bellevue, Preit Associates - Fluidics Inc**

Mickleton, NJ - Email me on Indeed: [indeed.com/r/Thomas-Greco/09dc55ca8fe5f6e9](https://www.indeed.com/r/Thomas-Greco/09dc55ca8fe5f6e9)

Sponsorship required to work in the US

## WORK EXPERIENCE

### **Facilities Manager**

The Bellevue, Preit Associates - Fluidics Inc - 2013 to Present

Responsible for the direct supervision, performance, and control of all administrative, operation, maintenance repair, subcontract and related services for operation of a 700 thousand square ft. building with office and hotel space. Also responsible for supervision of staff of operating engineers, mechanics and of all building operations services to ensure they are performed in an effective and efficient manner. Duties also include oversee all building construction and retrofit projects. Implement long range plans such as equipment/systems replacement and overhaul of existing equipment. Assure work responsibilities are allocated properly among subordinates by the development and implementation of manpower schedules, work methods and procedures designed to obtain low cost and efficient operations for the customer. Establish and update preventive maintenance program, energy conservation program and a program for acquisitions, storage and accountability of all operating materials, tools and equipment. Keep current with all City, federal and life safety codes.

2008-2013 Operations Manager Comcast Center Philadelphia & Area Manager NJ- Fluidics Inc.

Responsibilities - Responsible for supervision and control of all Building Operations Services for 1.3 Million sq ft. Class A office building. Ensure all services are performed in an effective and efficient manner. Implement policies and procedures of the Customer's Representative and Fluidics relating to all services covered by the scope of work. Submit weekly, monthly status reports and invoices as required.

Develop and implement long-range plan such as equipment/systems replacement and overhaul. Responsible for training of Fluidics on-site personnel in the performance of prescribes duties. Assure work responsibilities are allocated properly among subordinates. Establish, implement and maintain an energy conservation program for building systems. Contract for services of subcontractors, evaluate bids, make recommendations to Customer's Representative, and institute corrective actions. Develop and oversee work safety and code compliance programs. Make regular inspections of all related areas and operations and take corrective measures as needed.

### **Chief Engineer / Building Manager**

Brandywine Realty Trust - 2006 to 2008

U.S. Post Office

Duties include daily operations pertaining to plant maintenance of US Post Office approximately 1.3 million square feet. Supervise staff of 18. Building engineer operations include corrective and preventive maintenance of all building equipment to include but not limited to the following: low pressure steam and hot water boilers, traction and hydraulic elevators, 1500 ton and above main chiller plant, HVAC cooling towers, air handlers, centrifugal pumps, fire and sprinkler systems, security systems, building automated controls electronic access systems, hydraulic truck dock systems, upkeep of 13,200 V AC power supply and transformers.

Solicit bids from service contracting firms for varied elements Post Office and analyze contracts with General Manager prior to award assist General Manager with preparation and evaluations of policies and programs

that relate to building operations. Receive all invoicing for supplies and services, review for thoroughness and cost, analyze and prepare staffing needs, oversee coverage and schedules; applicable to all service entities. Maintain all fire and life safety codes as well as staff and local requirements. Involved with demolition of Post Office and conversion to accommodate Internal Revenue Main Philadelphia Location. Direct liaison between Keating Construction, Associated Demolition, US Post Office and Brandywine Realty.

### **Facilities Manager**

U.S. Facilities - Philadelphia, PA - 2004 to 2006

Philadelphia Prison System

Correctional facility consists of 2500 inmates. Supervise activities of 10 employees which included Plumbers, Electricians, building and stationary Engineers. Developed and implemented preventive and corrective maintenance programs. Managed facility which included complete medical wing including Triage, treatment, and short term care, full service dental and mental health care. Tested all emergency systems and in compliance with all life safety codes.

### **Maintenance Manager**

Atlantic City International Airport - 2001 to 2004

Egg Harbor Township NJ

Responsible for the Maintenance of Airport Facilities. Managed the Airport computerized management program. Supervise the maintenance service contracts and personnel. Duties include but not limited to; supervise and train all maintenance staff, plan and schedule airfield and terminal maintenance using the most efficient composition of work crews. Supervise and perform maintenance repairs, alterations and installation of work in such typical fields as: HVAC, plumbing, ground custodial, painting, carpentry, fleet service and runway lighting. Supervise and perform snow removal operations. Interact with FAA Control Tower as per Airfield and Taxiway repairs. Prepare purchasing requisitions for supplies, materials and supply justifications when necessary. Assist in preparation of annual maintenance budget. Interact with vendors on specifications, quality and cost of materials and labor needed for maintaining facilities.

### **Maintenance Supervisor**

Diamond Beach Hotel and Conference Center - Wildwood Crest, NJ - 1998 to 2001

Supervise maintenance of HVAC equipment such as chillers, boilers, cooling towers, fire suppression systems electrical and remodeling of building, ordering supplies and hiring staff.

### **Chief Engineer Eastco Building Services**

IRS Center - Philadelphia, PA - 1995 to 1998

As shift engineer my duties include operating a 500,000 square feet building, HVAC equipment, chillers, boilers, electrical switch gear, lighting and preventive maintenance on computer room AC.

### **Maintenance Manager**

Pier 3 - Philadelphia, PA - 1993 to 1998

Duties include supervision and coordination of maintenance program for 172 apartments. Supervise and staffing of maintenance mechanics, groundskeepers and custodial.

### **Director of Plant Operations**

Majestic Oaks Health Care Facility - Warminster, PA - 1991 to 1993

As Director my duties included hiring mechanics, purchasing, coordination of contractors, service and installation of boilers, HVAC, electrical, plumbing and Co-generation equipment. Keeping current with fire and life safety codes as well as state and local regulatory requirements.

Member of AAAE and AOPA. FAA Technical center and Airport security clearance.  
City of Philadelphia "Class A" Engineer.  
CFC Universal Certification

## EDUCATION

### **Vocational**

School - F - Folcroft, PA  
1986 to 1987

Penn State University - Ogontz Campus  
1982 to 1983

Philadelphia Wireless Tech Institute - Philadelphia, PA  
1980 to 1981

Saint John Neumann High School - Philadelphia, PA  
1976 to 1980

RETS Electronics School - Philadelphia, PA  
1978 to 1979