1. Communicated with vendors and customers to accurately execute work orders and strengthen relationships.
2. Monitored and recorded values of all HVAC systems, building records database to provide data for energy efficiency improvement.
3. Acquired estimates from local contractors to maintain and manage department budgets for sub-contractor work.
4. Performed preventive maintenance on electrical systems, HVAC and building equipment, including cooling towers, water pumps and boilers.
5. Created purchase expense reports to track materials, supplies and equipment costs.
6. Replaced and renovated [Type] and [Type] equipment through troubleshooting to maintain equipment in optimal condition.
7. Established and maintained quantitative standards of performance to maximize employee productivity, boosting productivity [Number]%.
8. Collaborated with technical, maintenance and operations personnel to troubleshoot operating problems and assist in implementing new instrumentation and equipment.
9. Reported and documented all accidents, injuries and unsafe working practices, using [Software] and [software].
10. Carried out routine checks to verify correct operation of all control equipment such as [Type] and [Type].
11. Analyzed and inspected operating units such as towers, storage tanks and other units to check operation and improve efficiency.
12. Quickly shut down equipment in emergency situations following protocols.
13. Verified appropriate water levels, pressure and chemicals for soft water supplies and boilers through [Action]and [Action].
14. Managed and monitored processes and machine systems by observing readings on control boards.
15. Responded to [Number] service calls per [Timeframe] to immediately correct problems or report for further action.
16. Controlled manufacturing plant operations using SCADA software.
17. Verified conformity of processes and conditions for [Type] systems.
18. Observed indicators to determine factors such as [Type] and [Type].
19. Monitored compliance with plant procedures, safety and sanitation protocols as well as government regulation.
20. Checked quality of [Product or Service] by frequent chemical analysis.