



# STEPHEN PRINCE

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## FACILITIES MANAGEMENT SERVICES FACILITIES MANAGEMENT | FACILITIES MAINTENANCE SUPERVISOR

*A proven record of success managing sophisticated facilities [properties, building systems] and achieving high standards for maintenance and customer service.*

**DEDICATED FACILITIES MAINTENANCE MANAGER**, with a commitment to excellence and an outstanding track record of success in facilities management and repair. Excellent interpersonal communication skills, gifted in the ability to coordinate and liaison with owners, customers, contractors, and subcontractors. Highly innovative, budget-conscious individual driven to develop results to meet the needs of proprietor and customers.

- ☑ **Proactive, facilities maintenance specialist with 12 years' experience** leading, training and organizing development of initiatives.
- ☑ **Skilled at directing startups** and managing business functions in addition to training and development. Proven ability at streamlining organizations, reducing operating costs, and adding revenue to the bottom line.
- ☑ **Solid work ethic**, with proven ability to render decisions based on sound judgment.
- ☑ **Comfortable and proficient working as liaison** with contractors, subcontractors, management, and customers.
- ☑ **Dynamic listener** who creates an environment for optimal work performance for employees.
- ☑ **Communicates effectively** with superiors, peers, and subordinates.

### Management Expertise:

- Project Design & Management
- Multi-Site / Multi-Project Management
- Cross-Functional Team Leadership
- Continuous Improvement Process
- Field Installation Management
- ISO 14001 Compliance Reports
- Estimating & Budgeting
- Cost Reduction & Profit Control
- Materials & Supply Chain Management
- Vendor Selection & Negotiation
- Client Presentation
- Building Analysis

### Mechanical Experience:

- Compression Chillers
- Server Room AC
- VAV Box & Ducts
- Electrical Systems
- Rooftop HVAC
- Emergency Generators
- Oil/Gas Fired Furnaces
- Oil/Gas Fired Boilers
- Plumbing
- Johnson Controls DDC MedaSys
- Liebert UPS Backup
- Mechanical Repair

### Computer Proficiency:

Word | Excel | PowerPoint | Outlook | Windows | Linux | Hardware Repair & Assembly

## PROFESSIONAL EXPERIENCE

SIEMENS BUILDING TECHNOLOGIES, Golden, CO

2008 – 2012

*A subsidiary of Siemens AG, among one of the world's largest electrical and electronic engineering firms.*

### Facilities Management Supervisor

Managed all aspects of newly acquired account consisting of 400K so. ft. of manufacturing and office space.

Challenged to provide cost-effective facility operations to ensure comfort, life safety, security, and energy efficiency to large structure and complexes.

- Trusted as principal decision-maker on-site responsible for all activities first three months of start-up.
- Established new accounts with contractors and subcontractors.
- Scheduled and oversaw completion of all building repairs, preventative maintenance, and inventory control.
- Supervised three-man crew to complete all maintenance operations of manufacturing and office space.

### Selected Accomplishments:

- Designed and installed automated cooling tower chemical injection system to replace existing system that was antiquated and inefficient. **Saved company \$6K annually.**
- Directed companies day-to-day business operations **utilizing only one-fifth of original manpower.**
- **Ensured critical documentation of ISO 14001** compliance and all necessary record keeping were completed with efficiency and accuracy. **Designed new forms using Microsoft Word and Microsoft Excel.**

## PROFESSIONAL EXPERIENCE CONTINUED—

### AIRE SERV HEATING & AIR CONDITIONING

2003 – 2008

*A start-up franchise business committed to providing customers with superior service.*

#### **Lead HVAC Technician & Service Manager**

Hired to manage the start-up and daily operations of newly acquired heating and cooling business.

- Conducted building analysis to determine customer needs.
- Designed and installed heating and cooling systems.
- Recruited staff, supervised technicians, installers, and helpers.
- Installed and maintained DDC building automated controls.

#### *Selected Accomplishments:*

- Started the business without the assistance of the owner.
- Company grew rapidly and reached status of top 10% in the nation.

### KLEIN HEATING & AIR CONDITIONING, Golden CO

2000 – 2003

*Highly successful and well-established business of mechanical contractors committed to service and excellence for over 50 years.*

#### **HVAC Technician**

- Maintained HVAC equipment including rooftop packages up to 75 tons split A/C systems, gas and oil fired boilers and furnaces.
- Repaired both centrifugal and screw-type chillers.
- Cooling towers.
- Computer room AC systems.
- VAV and fan box systems.

#### *Selected Accomplishments:*

- Kept positive attitude at all times with employer and customers.
- Creative solutions that met needs of employer and customer.
- Highly confident in skills to diagnose mechanical and electrical problems.
- Developed corrective action plans.

## PROFESSIONAL TRAINING

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- **Honor Graduate**, The Refrigeration School, Inc. — 99% Grade Average  
Air Conditioning/Refrigeration Electro-Mechanical Technologies, Denver CO
- **EPA Refrigerant Certified**, Universal, ACCA and Denver State University, Denver, CO
- **Electrical HVAC and RFRG License**, State of Colorado
- **Gas Fitter License**, City of Denver, CO
- **Gas Heating Mechanic License**, City of Denver, CO
- **Apprentice — Class D-2 Warm Air Heating Mechanic**, State of Colorado