

Edwin Navarro

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SUMMARY

Building Maintenance Officer with eight years of facilities experience, including more than four years directing maintenance, custodial, and event setup teams in busy public venues. Coordinates **preventive maintenance**, inspections, repairs, room conversions, supply control, staffing, and customer driven schedules across concurrent spaces. Translates setup diagrams into practical labor plans, equipment movements, and readiness checks. Supervises mixed skill employees through coaching, work review, safety counseling, and performance documentation. Investigates accidents, identifies hazards, prepares reports, and applies safe practices for tools, chemicals, lifting, and equipment use. Supports carpentry, plumbing, electrical, masonry, tile, painting, varnish, and **equipment repair**. Holds a valid **Texas Class C Driver's License** and **OSHA 10 Hour General Industry** training.

EXPERIENCE

Building Maintenance Supervisor

May 2022 - Present

Lone Star Venue Services

Fort Worth, Texas

Directs **facility maintenance**, **custodial care**, event setup, staffing, inspections, contracted services, supplies, and safety reporting for a multi space events complex. Converts customer diagrams and schedules into coordinated work plans while maintaining service readiness.

- Converted customer **setup diagrams** into crew assignments for concurrent event spaces.
- Coached staggered shift employees and documented performance matters through regular work reviews.
- Coordinated preventive maintenance for **plumbing**, **electrical** devices, fixtures, finishes, and event equipment.
- Resolved hazards, cleaning deficiencies, incomplete setups, and equipment issues during facility walks.
- Investigated accidents and near misses, then prepared reports with corrective recommendations.
- Maintained schedules, time records, **supply inventories**, service requests, and transportation plans.

Facilities Maintenance Lead

March 2020 - April 2022

Trinity Facilities Management

Arlington, Texas

Led mixed skill crews supporting **preventive maintenance**, **custodial services**, room resets, vendor activity, supplies, and facility readiness across public use buildings. Assigned work from diagrams and inspections, then reviewed quality, safety, and completion.

- Staged furniture, partitions, and support equipment from floor plans and **setup diagrams**.
- Assigned **carpentry**, plumbing, electrical, tile, paint, varnish, and finish **repairs**.
- Trained employees on cleaning equipment, documentation, material handling, and hazard reporting.
- Reviewed completed work and documented deficiencies for prompt correction by service providers.
- Monitored contracted service activity and prepared clear vendor follow up records.
- Recorded supply consumption and prepared replenishment requests for custodial operations.

Building Maintenance Technician

September 2018 - February 2020

Crossroads Property Care

Grand Prairie, Texas

Maintained occupied facilities through inspections, preventive service, cleaning support, minor repairs, equipment movement, and work documentation. Coordinated access and sequencing with occupants, supervisors, and service providers during routine operations and high use periods.

- Completed basic carpentry, plumbing, electrical, **tile**, **painting**, and finish repairs.
- Inspected occupied facilities and recorded defects requiring follow up maintenance.
- Moved furniture, equipment, parts, and supplies using safe handling practices.
- Operated **custodial equipment** during high use periods and corrected readiness issues.
- Recorded completed maintenance and parts needs for prioritized repair planning.
- Coordinated access and work sequencing with occupants and service providers.

PROJECTS

Large Event Space Conversion Program 📅 2024

Coordinated room conversions from customer diagrams, assigning labor, furniture, partitions, equipment, cleaning, and final readiness inspections across concurrent spaces.

Facility Safety and Supply Control Program 📅 2023

Combined hazard reporting, accident prevention, maintenance records, time information, supply inventories, and replenishment requests into a consistent operating workflow.

LEADERSHIP & AWARDS

- Recognized by venue leadership for dependable event readiness across concurrent public spaces.
- Selected by supervisors to coach mixed skill crews through setup, maintenance, and safety work.
- Trusted to investigate near misses and turn findings into practical corrective actions.

EDUCATION

High School Diploma2018

North Side High School GPA: 3.0Fort Worth, Texas

Coursework: Building systems, workplace safety, facility operations, equipment care

CERTIFICATIONS

- Valid Texas Class C Driver's License 2026
- OSHA 10 Hour General Industry 2021

TECHNICAL SKILLS

- **Facility Maintenance:** Inspections, preventive maintenance, repair coordination
- **Custodial Operations:** Cleaning procedures, custodial equipment, custodial services
- **Event Setup:** Room conversions, setup diagrams, equipment staging
- **Building Trades:** Carpentry, plumbing, electrical maintenance
- **Finishes and Surfaces:** Masonry, tile work, painting
- **Safety Practices:** Accident prevention, hazard reporting, safe lifting
- **Staff Administration:** Supervision, coaching, performance reviews
- **Records Management:** Maintenance records, timekeeping, service requests
- **Supply Management:** Inventory control, supply orders, consumption records
- **Contract Services:** Vendor surveys, work review, deficiency tracking
- **Equipment Operations:** Equipment repair, tool use, equipment transport
- **Transportation:** Facility transfers, load handling, Class C license

SKILLS

- Building maintenance
 - Facilities operations
 - Event setup
 - Setup diagrams
- Event scheduling
 - Custodial services
 - Preventive maintenance
 - Staff supervision
- Safety investigations
 - Supply control
 - Timekeeping
 - Carpentry
- Plumbing
 - Electrical maintenance
 - Contracted services

PROFESSIONAL AFFILIATIONS

- Facilities operations collaboration with maintenance, custodial, event, and contracted service teams.
- Public venue support through coordinated setup planning, safe work practices, and customer readiness.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST