

Edwin Navarro

Building Maintenance Officer, Events Setup

☎ (817) 555-4832 ✉ edwin.navarro@example.com

🌐 [linkedin.com/example/edwinnavarro](https://www.linkedin.com/example/edwinnavarro) 📍 Fort Worth, TX 76104

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

Lone Star Venue Services 📅 May 2022 - Present 📍 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

Trinity Facilities Management 📅 March 2020 - April 2022 📍 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

Crossroads Property Care 📅 September 2018 - February 2020 📍 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.

STRENGTHS



Event Readiness

Customer diagrams became clear crew plans, and final walks caught issues before public use.



Crew Leadership

Coaching happened on active shifts, where employees gained practical direction and supervisors gained confidence.



Safety Response

After a near miss, documented findings guided safer lifting, tool use, and chemical handling.



Facility Diagnosis

Facility walks connected small defects with larger readiness risks, helping teams fix problems early.



Supply Control

Usage records made replenishment conversations easier, and crews had needed materials for scheduled work.

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

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Building Maintenance Supervisor at Lone Star Venue Services (4.4 Years)
- Facilities Maintenance Lead at Trinity Facilities Management (2.1 Years)
- Building Maintenance Technician at Crossroads Property Care (1.4 Years)

- 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 Diploma

North Side High School 🎓 GPA: 3.0 📅 2018 📍 Fort 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST