

Austin Cook

Facilities Maintenance Technician, Building Systems Maintenance

📞 (615) 555-4827 ✉️ austin.cook@example.com

🌐 linkedin.com/example/austincook 📍 Murfreesboro, TN 37129

STRENGTHS

- 🔧 **Preventive Care**
Routine rounds catch worn parts early. HVAC checks and clear notes keep small issues from becoming service interruptions.
- ⚙️ **Practical Repairs**
A leaking fixture or loose door gets direct attention. Authorized repairs restore safe use without unnecessary delay.
- ♥️ **Safety Awareness**
Site rounds include alarms, sprinkler indicators, locks, and visible hazards. Concerns reach qualified providers quickly.
- 👥 **Service Coordination**
When work exceeds assigned scope, outside service gets clear details. Staff know what changed and what remains.
- ♥️ **Community Service**
Occupied facilities require respect and patience. Work is planned around programs, with steady communication across diverse communities.

SKILLS

- Preventive maintenance
- HVAC maintenance
- Plumbing repairs
- Electrical troubleshooting
- Carpentry methods Furniture repair
- Building inspections
- Grounds maintenance
- Custodial support Hand tools
- Power tools Safety equipment
- Maintenance records

SUMMARY

Facilities maintenance technician with four years of progressive experience supporting occupied community and commercial properties. Maintains HVAC equipment, filters, thermostats, **plumbing fixtures**, electrical devices, doors, locks, windows, furniture, grounds, **safety features**, and mechanical assets. Completes preventive inspections, diagnoses routine failures, performs authorized repairs, and coordinates specialized vendor service when needed. Keeps clear work records, prepares condition reports, supports custodial assignments, and responds calmly to urgent needs outside standard schedules. Uses hand tools, power tools, ladders, maintenance equipment, and safety equipment with careful attention to occupants and worksite conditions. Communicates respectfully across **multicultural communities** and brings a current Tennessee **Class D driver's license**, personal vehicle access, and field mobility for multi site service.

EXPERIENCE

Facilities Maintenance Technician

Volunteer Property Care Network 📅 October 2024 - Present 📍 Murfreesboro, TN

Supports **building systems**, grounds, safety features, equipment, and **physical assets** across occupied community service properties. Plans preventive work, completes authorized repairs, documents conditions, coordinates outside providers, and supports custodial assignments while preserving safe operations.

- Planned preventive service around occupied programs, keeping community facilities ready for daily operations.
- Changed HVAC filters and checked **thermostats**, identifying **equipment** conditions needing vendor repair.
- Repaired sinks, **toilets**, fixtures, switches, and components within authorized plumbing and electrical scope.
- Inspected doors, locks, windows, alarms, sprinkler indicators, and security hardware during site rounds.
- Escalated elevator and specialized system concerns, helping qualified providers restore safe facility operation.
- Maintained work records, organized parts, supported **custodial** tasks, and answered occasional after hours needs.

Building Maintenance Technician

Rutherford Building Services 📅 October 2022 - September 2024 📍 Smyrna, TN

Delivered preventive and corrective maintenance across commercial facilities, covering **environmental systems**, plumbing, electrical devices, building hardware, grounds, and custodial equipment. Sequenced site work with staff, recorded service findings, and referred regulated repairs beyond assigned authority.

- Restored commercial equipment after routine failures, using **hand tools** and replacement components safely.
- Cleaned **HVAC** equipment, changed **filters**, checked thermostats, and recorded findings for maintenance planning.
- Cleared minor drainage problems and repaired toilets, sinks, and water fixtures within assigned scope.
- Repaired **furniture**, doors, hardware, and building finishes, returning shared spaces to safe use.
- Supported **grounds** upkeep and custodial projects, coordinating task sequencing with site staff.
- Reported property damage and security concerns promptly, preserving accurate service notes for follow up.

Maintenance Support Trainee

Community Facilities Project 📅 June 2022 - September 2022 📍 Murfreesboro, TN

On call response

Multicultural service

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Facilities Maintenance
Technician at Volunteer Property
Care Network (2 Years)

● Building Maintenance
Technician at Rutherford
Building Services (1.9 Years)

● Maintenance Support
Trainee at Community Facilities
Project (3 Months)

Completed supervised maintenance and custodial assignments in community buildings, gaining practical exposure to fixtures, furniture, hardware, plumbing components, **environmental systems**, grounds, and safe tool use. Maintained task logs and communicated unresolved conditions to the supervising technician.

- Completed supervised repairs involving fixtures, furniture, **doors**, locks, **windows**, and plumbing components.
- Used **hand tools**, portable **power tools**, ladders, and personal protective equipment during field assignments.
- Recorded visible wear, leaks, damaged **hardware**, and housekeeping concerns during room and grounds inspections.
- Performed custodial and grounds tasks, learning safe handling of cleaning materials and equipment.
- Prepared parts and work areas while observing authorized troubleshooting of environmental and mechanical systems.
- Maintained task logs and communicated completed work and unresolved conditions to the supervisor.

PROJECTS

Multi Site Facility Readiness 📅 2026

Mapped recurring HVAC, plumbing, safety, grounds, and custodial checks across community properties. Created a practical inspection rhythm that supports timely repairs, clear records, and safer occupied spaces.

Building Condition Review 📅 2025

Reviewed doors, locks, windows, furniture, alarms, sprinkler indicators, and security hardware during routine rounds. Grouped findings by urgency so outside service could be coordinated without disrupting programs.

LEADERSHIP & AWARDS

- Recognized by site staff for dependable response during urgent community facility needs.
- Selected for continued facilities assignments after demonstrating safe tool use and consistent work records.
- Trusted to support occupied sites serving diverse communities with respectful, steady service.

EDUCATION

High School Diploma

Oakland High School 🎓 GPA: 0 📅 2022 📍 Murfreesboro, TN

Coursework: *Electrical systems, plumbing methods, carpentry methods, custodial equipment*

CERTIFICATIONS

- Tennessee Class D Driver's License 📅 2026
- OSHA 10 Hour General Industry 📅 2023

TECHNICAL SKILLS

- **HVAC Systems:** Filters, thermostats, environmental equipment
- **Plumbing Systems:** Toilets, sinks, drainage pipes
- **Electrical Systems:** Circuits, switches, electrical devices
- **Carpentry Repairs:** Furniture, doors, building finishes
- **Building Hardware:** Locks, windows, related hardware
- **Safety Systems:** Alarms, sprinkler indicators, safety equipment
- **Security Systems:** Security hardware, site rounds, incident reporting
- **Maintenance Tools:** Hand tools, power tools, ladders
- **Custodial Operations:** Cleaning materials, custodial equipment, grounds equipment
- **Service Documentation:** Work records, condition reports, maintenance logs

PROFESSIONAL AFFILIATIONS

- Volunteer Property Care Network, facilities service contributor.
- Community Facilities Project, supervised maintenance participant.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST