

James Morton

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SUMMARY

Building maintenance professional with two years of hands on experience supporting multifamily and commercial properties through preventive inspections, scheduled **work orders**, minor repairs, and **common area upkeep**. Skilled across carpentry, electrical troubleshooting, HVAC support, plumbing, mechanical repairs, painting, flooring, equipment care, ladder safety, and **material handling**. Completes daily assignments within permitted maintenance scope while keeping occupied spaces clean, disinfected, safe, and visually presentable. Communicates clearly with residents, building staff, supervisors, and property teams about access needs, repair progress, findings, and completed work. Experienced lifting and moving materials up to 50 pounds, working at heights, and performing physically demanding assignments in changing Florida conditions. Holds a valid **Florida driver's license** and brings dependable customer service to daily building operations.

EXPERIENCE

Maintenance Technician October 2025 - Present
Bayview Facilities Group Tampa, FL

Supports occupied residential buildings through scheduled work orders, preventive inspections, minor trade repairs, common area upkeep, equipment care, and resident focused service. Coordinates findings with building staff and escalates specialized or permit required conditions.

- Completed daily work orders across occupied buildings using carpentry, **plumbing, electrical**, and HVAC repair methods.
- Inspected floors, roofs, lighting, and **common areas**, then reported deficiencies for timely management action.
- Restored walls, trim, doors, and shared spaces through surface preparation, painting, and touch up work.
- Performed **equipment** checks before operation and kept **hand tools** serviceable through routine care.
- Moved fixtures and supplies up to **50 pounds** using safe lifting and material handling procedures.
- Explained access needs and completed repairs clearly, helping residents and building staff stay informed.

Building Maintenance Assistant October 2024 - September 2025
Gulf Coast Building Care St. Petersburg, FL

Supported mixed use property operations through routine work orders, inspections, surface repairs, painting, basic trade work, ladder assignments, and courteous coordination with property staff. Maintained clean work areas and referred specialized conditions to qualified trades.

- Resolved routine **work orders** involving fixtures, doors, drains, **lighting**, surfaces, and building components.
- Inspected corridors, stairwells, exterior areas, and shared facilities, then gave supervisors concise findings.
- Prepared common areas for **painting** by repairing minor damage and maintaining **clean** work zones.
- Completed basic plumbing, electrical, **mechanical, flooring**, and carpentry repairs under established procedures.
- Used ladders within safe limits while completing assignments in heat, humidity, rain, and changing conditions.
- Built trust with property staff through courteous communication, organized work areas, and reliable task completion.

PROJECTS

Common Area Repair Program 📅 2026
Supported recurring upkeep across residential common areas by combining inspection findings, minor repairs, painting, flooring care, lighting checks, and clear work order updates.

Mixed Use Property Maintenance 📅 2025
Handled routine building repairs across shared facilities, balancing customer service, safe equipment use, ladder work, material handling, and referrals for specialized conditions.

LEADERSHIP & AWARDS

- Recognized by property teams for dependable completion of resident facing maintenance requests and clear repair updates.
- Trusted with recurring inspection and common area assignments after consistent attention to safe, orderly work.

EDUCATION

High School Diploma 2024
Hillsborough Adult Education Center GPA: 3.0 Tampa, FL
Coursework: Building systems, workplace safety, communication, general maintenance

CERTIFICATIONS

- Valid Florida Driver's License 📅 2026
- Workplace Safety Training 📅 2026

TECHNICAL SKILLS

- **Building Trades:** Carpentry, Plumbing, Electrical repair
- **Climate Systems:** HVAC support, Mechanical repair, Ventilation
- **Surface Maintenance:** Painting, Flooring, Wall patching
- **Inspection Work:** Floor inspections, Roof inspections, Lighting checks
- **Work Order Systems:** Daily work orders, Repair requests, Completion updates
- **Safety Practices:** Equipment safety, Ladder safety, Safe lifting
- **Property Upkeep:** Common area cleaning, Disinfection, Visual presentation
- **Tools And Equipment:** Hand tools, Maintenance equipment, Pre use checks
- **Material Handling:** Lifting, Pulling, Pushing
- **Communication:** Written communication, Verbal communication, Customer service

SKILLS

- | | | | |
|------------------------|---------------------|------------------------|---------------------|
| • Building maintenance | • HVAC support | • Flooring | • Ladder safety |
| • Work orders | • Plumbing | • Property inspections | • Material handling |
| • Carpentry | • Mechanical repair | • Common area upkeep | • Customer service |
| • Electrical repair | • Painting | • Equipment safety | |

PROFESSIONAL AFFILIATIONS

- Florida building maintenance professional with active experience supporting occupied residential and mixed use properties.
- Local Tampa Bay maintenance worker committed to courteous service, safe work practices, and dependable follow through.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST