

James Morton

Maintenance Staff Member, Building Maintenance

📞 (813) 555-2846

✉ james.morton@example.com

🌐 linkedin.com/example/jamesmorton

📍 Tampa, FL 33611

STRENGTHS

- 🔧 **Repair versatility**
Handled carpentry, plumbing, electrical, HVAC, painting, flooring, and mechanical issues across occupied properties with steady judgment.
- 🔍 **Early issue detection**
Routine floor, roof, lighting, and common area checks helped surface concerns before they disrupted residents or staff.
- 🗣 **Service communication**
Clear access updates and completion notes kept residents and property teams informed, especially during occupied building repairs.
- ❤ **Safe physical work**
Used sound lifting, ladder, and equipment habits during demanding assignments, even when Florida weather made work uncomfortable.
- ☰ **Organized execution**
Clean work zones and orderly tools made daily assignments easier to finish, a small habit that supervisors noticed.

SKILLS

Building maintenance Work orders

Carpentry Electrical repair

HVAC support Plumbing

Mechanical repair Painting

Flooring Property inspections

Common area upkeep

Equipment safety Ladder safety

Material handling

Customer service

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

Bayview Facilities Group 📅 October 2025 - Present 📍 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

Gulf Coast Building Care 📅 October 2024 - September 2025 📍 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.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Maintenance Technician at Bayview Facilities Group (1 Years)
- Building Maintenance Assistant at Gulf Coast Building Care (11 Months)

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

Hillsborough Adult Education Center 🎓 GPA: 3.0 📅 2024 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST