

Anthony Hopkins

Corrections Maintenance Foreman

☎ (717) 555-4382

✉ anthony.hopkins@example.com

🌐 linkedin.com/example/anthonyhopkins

📍 Lancaster, PA 17601

STRENGTHS

👥 Crew Direction

Daily assignments stayed clear and practical, helping crews finish varied facility work with fewer handoff problems.

🔧 Trade Troubleshooting

When several systems needed attention, practical carpentry, plumbing, electrical, and finish knowledge kept repairs moving.

🔒 Tool Accountability

Controlled issuance and return records made missing items visible early and strengthened confidence in crew operations.

✅ Preventive Care

Routine checklists helped spot wear before failures, giving supervisors better choices around scheduled maintenance.

🏢 Facility Service

Occupied buildings stayed usable through calm scheduling, clear updates, and careful coordination around daily operations.

SKILLS

Crew Supervision

Institutional Maintenance

Preventive Maintenance Carpentry

Plumbing Electrical Maintenance

Painting Groundskeeping

Tool Accountability

Inventory Control Work Planning

Machinery Operation

Purchase Requests

CJIS Compliance

Valid Driver's License

SUMMARY

Corrections and **institutional maintenance** professional with 12 years of experience directing **building maintenance**, construction, groundskeeping, janitorial, and general trades work across secure and public facilities. Plans daily assignments, supervises work crews, inspects completed tasks, and supports dependable facility operations through practical preventive maintenance. Provides clear instruction on machinery operation, tool use, safety, and controlled tool procedures. Performs carpentry, plumbing, electrical troubleshooting, painting, fixture replacement, and general repairs within occupied facilities. Maintains accurate tool and material records, prepares purchase requests, and balances urgent repairs with scheduled work. Holds a valid **Pennsylvania driver's license**, **OSHA 10 Hour Construction** certification, and CJIS Security Awareness Training. Brings steady judgment, hands on trade knowledge, and a security conscious approach to facility service.

EXPERIENCE

Maintenance Foreman

Allegheny Secure Facilities Services 📅 June 2022 - Present 📍 Pittsburgh, PA

Leads daily maintenance operations in a controlled institutional setting, directing crews across building repairs, groundskeeping, janitorial work, construction, and skilled trades. Owns scheduling, inspections, crew instruction, controlled **tool accountability**, material planning, and purchase requests that keep occupied facilities safe and operational.

- Directed daily crews across building repairs, **groundskeeping**, janitorial assignments, and **construction** work.
- Planned assignments by skill and priority, then inspected completed tasks before closing work.
- Trained crews on **machinery operation**, safe tool use, **preventive maintenance**, and jobsite expectations.
- Guided carpentry, plumbing, electrical troubleshooting, painting, and general trade repairs across occupied facilities.
- Reconciled controlled tool and material inventories through issuance, return, and shift records.
- Prepared supply forecasts and **purchase requests**, keeping scheduled repairs properly supported.

Senior Building Maintenance Technician

Keystone Municipal Facilities 📅 March 2019 - May 2022 📍 Harrisburg, PA

Supported public service buildings through **preventive maintenance**, responsive repairs, small renovation work, grounds projects, equipment inspections, and accurate work order records. Coordinated small crews around occupied building needs while keeping **materials**, tools, and follow up conditions visible to facility stakeholders.

- Maintained public buildings through scheduled preventive work and responsive repair assignments.
- Diagnosed plumbing, **electrical**, **carpentry**, door, fixture, and finish problems for practical repairs.
- Coordinated small crews during renovations and grounds projects around occupied building operations.
- Inspected ladders, power tools, machinery, and maintenance equipment, documenting service needs.
- Tracked consumables and repair parts, then prepared requisitions for upcoming work orders.
- Recorded completed maintenance, unresolved conditions, and follow up needs for facility stakeholders.

Building Maintenance Mechanic

Susquehanna Property Operations 📅 January 2016 - February 2019 📍 York, PA

Performed broad building maintenance across mechanical rooms, offices, exterior areas, and common spaces. Combined routine trade work, preventive checklists, equipment operation, seasonal grounds preparation, urgent service response, and clear documentation for dependable property operations.

- Completed **general maintenance** across mechanical rooms, offices, exterior areas, and common spaces.

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Maintenance Foreman at Allegheny Secure Facilities Services (4.2 Years)
- Senior Building Maintenance Technician at Keystone Municipal Facilities (3.2 Years)
- Building Maintenance Mechanic at Susquehanna Property Operations (3.1 Years)
- General Trades Worker at Central Pennsylvania Construction Services (1.2 Years)
- Maintenance Assistant at Lancaster Building Care (10 Months)

- Performed carpentry, **plumbing** repair, **painting**, fixture replacement, and basic electrical work.
- Used **preventive maintenance** checklists, identifying wear before equipment or components failed.
- Operated maintenance machinery and power tools through established safety procedures.
- Supported **groundskeeping** and seasonal preparation while responding to urgent service requests.
- Documented materials used, repair status, and conditions needing specialist follow up.

General Trades Worker

Central Pennsylvania Construction 📅 September 2014 - December 2015 📍 Reading, PA

Built foundational **general trades experience** through commercial renovation and facility maintenance assignments. Worked under experienced trade supervision while handling framing, finish carpentry, painting, fixture installation, demolition, site cleanup, and organized tool and material staging.

- Performed **construction** and repair tasks supporting commercial renovation and facility maintenance projects.
- Built practical hand and power tool proficiency under experienced trade supervision.
- Completed framing, finish carpentry, painting, fixture installation, demolition, and site cleanup.
- Prepared work areas and materials for scheduled plumbing and electrical trade tasks.
- Organized tool and material staging areas, reducing loss during active jobsites.
- Followed daily work plans, safety requirements, and quality checks during assignments.

Maintenance Assistant

Lancaster Building Care 📅 October 2013 - August 2014 📍 Lancaster, PA

Supported routine repairs and preventive maintenance in occupied commercial buildings. Prepared tools and materials, completed basic trade and janitorial tasks, documented defects, responded to work orders, and maintained orderly storage under senior technician direction.

- Supported routine repairs and **preventive maintenance** in occupied commercial buildings.
- Prepared tools and materials for scheduled work, then verified assignment returns.
- Completed painting, minor carpentry, hardware replacement, grounds, and **janitorial** maintenance tasks.
- Learned safe operation of common maintenance equipment and documented observed defects.
- Responded to work orders under senior technician direction, communicating completion status.
- Maintained orderly storage areas and assisted with counts for frequently used supplies.

PROJECTS

Controlled Tool Accountability Program 📅 2026

Strengthened tool issuance and return practices through clear records, shift reconciliation, searches, and inventory checks supporting secure facility operations.

Preventive Maintenance Scheduling Initiative 📅 2024

Organized recurring inspections and repair priorities across occupied facilities, helping crews address wear before failures disrupted daily operations.

Occupied Facility Trade Repair Program 📅 2021

Coordinated carpentry, plumbing, electrical, painting, and fixture repairs around public access, safety needs, and scheduled building use.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable crew coordination and careful completion checks across secure maintenance assignments.
- Selected as a trusted resource for controlled tool records, material accountability, and practical trade troubleshooting.
- Commended for maintaining safe, orderly work areas during occupied facility repairs and renovation projects.

EDUCATION

Certificate in Building Maintenance Technology

Thaddeus Stevens College of Technology 🎓 GPA: 3.5 📅 2013 📍 Lancaster, PA

Coursework: *Building systems, carpentry, plumbing, electrical maintenance, preventive maintenance*

CERTIFICATIONS

- OSHA 10 Hour Construction 📅 2025
- CJIS Security Awareness Training 📅 2026
- Valid Pennsylvania Driver's License 📅 2026

TECHNICAL SKILLS

- **Building Maintenance:** Facility repairs, work orders, occupied buildings
- **Skilled Trades:** Carpentry, plumbing, electrical maintenance
- **Surface Finishes:** Painting, finish repair, fixture replacement
- **Grounds Services:** Groundskeeping, seasonal preparation, exterior care
- **Janitorial Services:** Janitorial assignments, cleaning support, sanitation tasks
- **Preventive Maintenance:** Inspection checklists, scheduled service, condition tracking
- **Tools and Machinery:** Power tools, maintenance machinery, safe operation
- **Inventory Control:** Tool inventory, material tracking, issuance records
- **Work Planning:** Daily schedules, task assignments, completion inspections
- **Procurement Records:** Supply forecasts, purchase requests, repair requisitions
- **Corrections Operations:** Controlled tools, crew searches, secure facilities
- **Compliance Training:** CJIS awareness, OSHA construction safety, background screening

PROFESSIONAL AFFILIATIONS

- Building maintenance and facilities operations professional network participant.
- Pennsylvania construction and skilled trades professional community participant.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST