Timothy A. Herr

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# Objective

To use my 14 years of leadership and on-the-job experience with maintenance and trades to increase my contributions to Wayne State University Facilities Planning and Management Department as an Associate Director of Maintenance Trades.

# Skills & Related Experience

Project Management Strong Communication Employee Leadership

Problem Resolution Administrative Skills Customer Relations

Maintenance Trades Point of Contact

* Substitute as Director of Maintenance Trades during the director’s absence.
* Communication link between the Trades Department, Maintenance Team Leaders, and Senior Administrators.
* Manage over 40 Trades employees including reviewing KPI reports to ensure on time completion based on priority level and resolved emergency situations across campus.
* Authorize the purchasing of material and service vendors to obtain supplies for the Maintenance Trades Department.
* Attend and participate in meetings during the director’s absence.

Project Manager: Curb Appeal Project 1, 2, 3, & 4

* Selected as Project Manager for all Curb Appeal Projects by the Associate Vice President of Facilities, Planning, and Management and the Director of Maintenance Trades.
* Delegate, manage, and distribute projects throughout all of Maintenance Trades to increase the appearance of campus.
* Review and manage over 700 items and projects for eight trades.

Roofing Leader

* Maintain 120 education research building roof projects across Wayne State campus.
* Monitor and request warranty services for all roofs.
* Manage and troubleshoot emergency roof leaks.
* Proficient in all aspects of the TMA software work order system, including creating work orders, creating open work order reports, and assigning specific work orders.
* Closely monitor all work orders, resolve issues which have resulted in a consistent 95% or higher priority level completion rate of work orders.
* Perform and manage preventive maintenance.

# Career History

**Paint and Plasterer Team Leader – Maintenance Trades 1995-Present**

*Wayne State University, Facilities Planning and Management, Detroit, MI*

* 14 years’ experience as Team Leader of Paint/Plasterer team(s).
* Responsible for the leadership and administration of five painters, one plasterer, and one handyman for Educational and Research buildings.
* Determine and understand customer requirements, analyze costs, estimate projects, obtain customer approval, and oversee project through fruition.
* Maintain and control paint supply for the Wayne State University Paint Shop, including paint inventory, ordering supplies, and obtaining quotes.
* Prioritize, schedule, estimate, and purchase material to complete work with various departments.
* Complete $50,000 of reimbursable work annually.
* Manage and replenish all Wayne State University fire extinguishers to maintain safety requirements.

**ACCOMPLISHMENTS**

* Awarded *Certificate of Appreciation* by the Wayne State University Basic Supervisor Development Program Pilot.
* Successfully completed the Wayne State University Business Administration *Professional Development Division Customer Service Training.*

### Education

### Electronics Technician Program 1983

Ohio Institute of Technology, **Columbus, OH**

### Painter Journey License Certificate of Completion 1987

United States Department of Labor, **Hazel Park, MI**