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Frank James Kimmel

Objective To obtain a leadership position in a strong organization that will offer me a challenging and satisfying career through retirement.

Professional Experience March 2016 - Present **Conneaut School District** Linesville, PA
Director of Buildings & Grounds

Direct all Maintenance Operations for School District to include 6 School Buildings, Administration Building, Support Building, and 15 Athletic Fields totaling over 538,000 square feet of facilities and over 100 Acres of Grounds. Develop, bid, award and oversee 30 service contracts to ensure continued efficient workflow throughout the School District. Develop, monitor, update, and report on a 1.7 million dollar annual budget for daily operations, repairs, replacement of equipment, supplies, personnel, fleet management, and all building needs. Develop Capital Budget and 5-Year Plans for expenditures on necessary renovations, repairs, purchases, and major expenses. Directly oversee Maintenance and Custodial in-house employees to include staff development, training, evaluations, hiring, terminations, and daily operation assignments. Develop operational reports, implement safety and risk assessment compliance and initiatives, performance improvement analysis, inventory management, federal, state, local, and specialized regulatory compliance, security, fire safety and disaster preparedness.

June 2013 - March 2016 **Millcreek Community Hospital** Erie, PA
Plant Operations / Environmental Supervisor

Supervises 22 Environmental Services Personnel & 6 Plant Operations Personnel for Millcreek Community Hospital, I.T. Building, Partial Building, Student Housing, Rental Properties, Out Buildings and Storage Facilities. Directs staff on daily operations, coordinates workload to ensure efficient operations in departments including scheduling, training, payroll, inventory, capitol budgets, quality assurance, performance improvement, safety compliance, equipment maintenance and repair. Develops job descriptions, job assignments, time studies, data spreadsheets, performance reports, preventive maintenance programs, policies and procedures. Manages department compliance with various regulatory agencies to include but not limited to: AOA, HFAP, HVAP, OSHA, EPA, Life Safety, Department of Health and several accreditation agencies.

Mar 2012 – June 2013 **Lord Corp** Saegertown, PA
Maintenance Technician

Perform maintenance on facility and equipment to include but not limited to: pumps, reactors, pipefitting, welding, construction, electrical installation and repair, HVAC & exhauster systems, plumbing, hydraulic systems, pneumatic systems, boiler operation and repair, chemical transfer systems, generators, commercial air compressors and air driers, lighting, preventive maintenance programs, ordering parts and anything else needed to maintain facility equipment and processes in working order.

Oct 2011 – Mar 2012 **Modern Industries** Erie, PA
Maintenance Technician

Perform machinery maintenance on all Modern Industry Machinery to include but not limited to: CNC production machinery, grinders, mills, lathes, band saws, belt sanders, hydraulic equipment, pneumatic equipment, electric pumps and lab testing equipment. Orders parts, research and implement equipments upgrades and maintain inventories.

**Professional
Experience
Continued**

June 2006 – Sept, 2011

Pleasant Ridge Manor

Girard, PA

Maintenance Supervisor

Directly supervises 12 Bargaining Unit Personnel in Maintenance, Water & Wastewater Operators for the Erie County Nursing Home. Responsible for daily operations, preventive maintenance and repairs of a 250 bed facility, 6 out buildings, 6 vehicles, commercial lawn & landscaping equipment, water treatment and waste water treatment plant. Maintains capital budgets, purchase orders, invoices, blue prints, preventive maintenance logs, operational records, inventory, weekly, monthly & annual reports, performance counseling, scheduling and progressive discipline.

2005 – 2006

Healthcare Services Group, Inc.

Erie, PA

Account Manager

Directly supervised 11 bargaining unit personnel, scheduling, payroll, budgeting, ordering, daily operations, monthly reports, inventory and HR to include; interviewing, hiring, terminations, training and defining job responsibilities. Maintained subcontracted account and reported directly to Executive Director daily and two District Managers weekly.

2004 - 2005

The Home Depot

Meadville, PA

Lead Sales Associate in Millwork & Pro Desk

Responsible for all facets of customer service to include reading blueprints, preparing bill of sales and coordinating deliveries to jobsite. Trained new associates on products, software, policies and procedures. Over \$250,000.00 in special order sales. Was regularly sent to customer homes and project sites to evaluate installations, and to coordinate / perform rework as required. Attended College full-time taking day and evening classes, worked all shifts and weekends to attain full-time hours.

2000 - 2004

Arrow Surveying & Design

Meadville, PA

Surveyor's Assistant & Instrument Man

Assisted Licensed Professional Surveyor in all facets of his operations. Researched deeds, produced field, rough and final draft of property surveys, invoice clients, maintained inventory and equipment, surveyed field data as team leader and assisted in setting final survey markers. Attended College full-time while working extended hour days to assure workload completion.

1993 - 2000

United States Army

FT. Sill, OK

Carpentry & Masonry Specialist / Communications Specialist

Responsible for over \$3,700,000.00 worth of sensitive government radio & communication equipment. Trained up to 120 personnel in operations and procedures. Directly supervised a staff of up to 14 personnel and responsible for over \$250,000.00 worth of construction vehicles, tools and equipment. Deployed overseas 4 times to include Bosnia (twice), Cuba and Haiti.

**Formal
Education**

2000 - 2005

University of Pittsburgh

Bradford, PA

Baccalaureate Degree in Business Management

Maintained a 3.40 GPA and made the Presidential and Dean's lists frequently while working full-time and attending classes full-time.

Nov 1997- Dec 1997

United States Army

Fort Sill, OK

Primary Leadership Development Course

Received superior ratings in oral communication and leadership skills. Graduated in top 3 of class.

1990 - 1993

Crawford County Vo-Tech

Meadville, PA

Machine Shop I, II & III

Surpassed requirements to obtain certificates of completion for entry level positions in Tool & Die Industry while learning how to safely and efficiently operate industrial machinery in a shop environment.

Related Qualities & Experience

- Over 28 years of experience supervising personnel ranging from 18 - 66 years old, military, bargaining unit, non-bargaining unit, full-time, part-time, subcontracted, temporary and non-united states citizens.
- Supervised on many job sites and construction projects with responsibilities ranging from squad leader on interior renovations, project manager on reconstruction of commercial facilities, and Director of Facilities for Upgrades, Additions and Various Renovations to Commercial Facilities.
- Experienced in maintaining compliance with OSHA, federal, state, and local regulatory compliance, PDE, life safety, risk assessment and compliance.
- Over 30 years experience in varying mechanical construction and repair disciplines overseeing daily operations and projects in general contracting, plumbing, HVAC, electrical, carpentry, masonry, plumbing, pipe fitting, residential & commercial electrical wiring, electrical motor repair, hydraulics, pneumatics, pump repair, auto repair, machining, tool & die & welding.
- Trained and experienced in various computer software programs to include Windows Operating Systems, Microsoft Office Systems, CMMS software, Scheduling and Payroll Programs, including some experience in basic CAD programs and I'm very comfortable with learning new software quickly.
- I have developed service and preventive maintenance programs and contracts, established workflow processes, managed daily operations and implemented modifications to improve overall effectiveness for multiple contractors in multiple fields to include, boiler service, HVCAR, refuse and recycling, lawn care, athletic fieldcare, snowplowing, custodial and janitorial operations, playground maintenance, elevator service, and many others.
- I have a broad knowledge of a wide range of tools and machinery used in various trades and I'm very quick to learn new machinery and equipment operation.
- Licensed Water Operator, Class B, Subclass 9, 12
- I have a clean record, do not use and am firmly against illegal substances, have no restrictions to work anywhere in the United States or overseas.
- Entrusted with a Secret Security Clearance while employed in the US Army.
- Able to work an enduring schedule, long hours, be on call, always seeking self improvement and willing to obtain any additional education and or training required.
- I have a Pennsylvania Class C - Standard Driver's License, clean driving record and reliable transportation.
- Graduated at the top of the class from Community College of Allegheny County Welding classes to include SMAW, GMAW, FCAW, GTAW, Brazing and Blueprint Reading. Passed a D-1.1 AWS Welding Certification
- I am a reliable employee who does not miss work, call in sick, show up late or provide excuses. You can always count on me to be where I'm needed to be, focused on the necessary tasks and dedicated to resolving any issue or emergency blocking the completion of work.

References

Jarrin Sperry	Superintendent Conneaut School District	(814) 323-4937
Christine Krankota	Business Manager Conneaut School District	(814) 573-0258
Dr. Adam Jardina	Curriculum Director Conneaut School District	(814) 651-5005
Richard Kelly	Technology Director Conneaut School District	(814) 547-3820
Christopher Coughlin	Principal/Owner HRLC Architects LLC	(814) 449-5064