

- **Eric Martine**
Phone(718)891-1901 Alt Phone(917)673-4508
OBJECTIVE To obtain a position-as a Janitorial Supervisor/Forman,Superintendent
,Maintenance Worker Or Custodian
- **EMPLOYMENT HISTORY**
- **Meridian Management**
- **Title Custodial Supervisor**
- **Location Jamaica,New York**
- **Duration 2/2008-present**
- **Job duties-** *Directing Cleaning operations with in the Building,Determing what Tools and Equipment are needed To do a certian Job,Managing ones own time and the Time Of Others,Conducting Inspections Of Work Areas , equipment and Proformance,Filling out Work Orders,Incident reports,Accident reports and Disaplanary Actions,keeping daily logs,Taking daily Inventories Of supplies.Making sure workers use safe working methods and are in compliance with Osha regulations,Sceduling workers and Work orders ,payroll, ordering supplies,operating Lifts and compactors.Training workers on company policies,attending Work related meetings and training courses.reporting Mechanical problems and safety hazards to Engineers and security officers .assisting customer with concers and complaints acting as a Liason between Engineers and cleaners to direct and assist operations.mixing cemicals.Solving and assisting in minor Mechanical Problems Such as Fixing maid carts,Plunging and running snakes down Drains,Installing ceramic Tiles*
- **Employer Abm Janitorial Services**
- **Title Porter/Stand in forman**
- **Location New York,New York**
- **Duration 06/2004-02/2008**
- **Job duties-** Sweeping Interior and Exterior Of Buildings,Mopping,Dust Mopping,High and Low dusting,Disposal Of waste,Removal of Snow,Vaccuming carpets,General Office cleaning,Cleaning and stocking bathrooms,Plunging Toilts,Changing Light blobs,Hoesing down infront of Buildings and Loading Doc areas,Spray Buffing,Buffing Wood Floors,Striping and waxing Floors,Vernishing floors,Shampooing carpets,partions and chairs,Carpet extraction,Operating Frate Elovators,Operating Trash compactors, Commuunicating Via Radios, Operating wet vaccumes,Presure Washing,Raising and lowering Flags, Polishing Wood and metal,Operating power jacks and electric cars,Stocked and Took Inventory Of supplys,Watering Plants,baleing garbabe,Mixing cemicals,Payroll
- **Employer Electra cleaning Contractors**
- **title - Seasonal Maintenance Porter/Concierge**
- **Location New York New York**
- **Duration 10/2003-06/2004**
- **Job Duties-** Routin Maintenance of Building,Sweeping,Mopping, buffing,Removal Of Trash,Removal Of Snow,Chaning Toilet seat covers,Changing Light blobs,Plunging Toilts,snaking drains,Painting ,plastering,sheetrocking,Assisting the super With Minor repairs Such as Replacing Toilets,Light fixtures,outlets,Installing doors, servicing hinges and locks,Operating Frate Elovators,Commicating Via Radios,Starting Passanger Elovators,Directing Traffic with in the Building,Liason between Tenent and superintendent,Answering Phones,Taking Tenent Complaints,Calling Contractors,keeping logs.
- **Certifications & Licenses**
- Osha 30 Hour outreach Training,Certificate of fitness Holder for p99 low psi oil burner,F99 Standpipe/sprinkler city,G35 Air compressors New York State Drivers License,Managing Diversity In the Work place Cerification,Sexual discrimination&Harassment Prevention certification
- **Education** G.E.D Issued by New York state department of labor 3/2003, New York city

- Collage of Technology - Building Maintenance and Environmental Services course