

LOUIS A. PEREZ

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PROFESSIONAL EXPERIENCE

Tri-Faith, New York, NY

1997– 2009

Building Superintendent

Building Superintendent of Upper East Side cooperative apartment building (148 units). Accomplishments include:

- Effectively managed building maintenance employees performing a wide variety of maintenance, repair or construction tasks. Effectively supervised building security staff, vendors and contractors. Established solid, positive, and productive work environment.
- Conversant with all mechanical and technical systems in the building, worked diplomatically to solve problems in the building, responsive to residents and able to work as a team member with the board and managing agent.
- Proficient at operating building mechanical and electrical systems, such as adjusting PSI valves for heat and water systems. Considerable knowledge and training in the following trade and craft areas: carpentry, construction, electrical work, steam fitting, heating and ventilation, plumbing, welding, painting and plastering.
- Inspected and ensured that all fire alarm system components were operational.
- Performed routine maintenance activities as needed to keep building clean and orderly condition, notified management of need for repairs, and cleaned snow or debris from sidewalk. Performed handyman duties as needed; maintained and repaired where possible all plumbing in building including septic unless work specified requires a licensed plumber; performed routine maintenance activities, repaired where possible and notified management of need for licensed professional. Scheduled complete regular maintenance, servicing and repair of building equipment in connection with these duties.
- Designed and developed building sidewalk landscaping; Ordered tools, equipment and supplies, maintained grounds and performed a variety of tasks, which included: sod laying, rimming, planting, watering, fertilizing, and digging. Supervised all landscaping personnel hired to install new garden in the building; duties included scheduling, organizing and directing work and installed new conduit and external electrical outlet. Maintained and watered plants in garden outside and inside building.
- Ability to negotiate agreements involving building and maintenance contracts. Effectively supervised vendors and contractors. Purchased building supplies and equipment and take periodic inventories.
- Considerable knowledge of the principles and techniques of management including training, supervising and processing employee payroll.
- Developed partnerships, and built positive rapport with architects, engineers, local officials, vendors and clients while maintaining costs.

Building Handyman

1986–1997

- Maintained buildings in clean and orderly condition. Performed all duties as requested by the superintendent or management.
- Duties included tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. Performed maintenance duties like repairing doors, hardware and electrical and mechanical devices.
- Inspected for blown light bulbs; Oil all door locks and hinges; Performed repairs as requested by residents, such as drilling and fitting shelves; Remove heavy items from the building to bins/skids for disposal; Clean light fittings that are enclosed; Oil furniture when needed.
- Report any leakage of the water mains and where possible undertake repairs.

230 East 88th Street Corp.

1997–2009

Stand-In Superintendent

Effectively managed building maintenance and performed a wide variety of maintenance and repair when building superintendent was traveling (approximately 1 month out of the year since 1997).

St. Mark's Apartment

1985-1986

Porter

- Performed all duties as requested by the superintendent or management; Cleaned the hallways, walkways, sidewalks, curbs, ramps; Sorted, bagged, and cleaned up garbage in a safe, hygienic manner; Removed lint and debris from laundry machines and dryers; Swept and mop laundry room; Sweep and mop public hallway in the basement of building (laundry area); Cleaned bathrooms in public areas of building; Cleaned the underground garage; Washed all trash containers; Reported all damage or preventative maintenance action to the superintendent.
- Weekly general duties: Removed smudges from the walls; Swept and mopped the top stair landing; Dusted all baseboards, mailboxes, light fixtures and door frames; Wiped down all railings; Vacuumed all stairs and landings; Cleaned all the glass on the doors; Removed all garbage on the top landing and under the stair wells in the hallway.

CERTIFICATIONS

- Superintendence Training: Local 32BJ Thomas Shortman Training, Scholarship and Safety Fund
- Standpipe and Sprinkler System Training: Local 32BJ Thomas Shortman Training, Scholarship and Safety Fund
- Fire Department, City of New York – Bureau of Fire Prevention Certificate of Fitness Supervise Low PSI Oil Burner/ Class 6 Oil Burner License
- NYC Fire Department Certificate of Standpipe, Sprinkler Gravity Tank System
- NYS Department of Health Approved Course Asbestos Supervisor Initial (TSCA Title II)

MEMBERSHIPS

- Superintendent Technical Association

MILITARY EXPERIENCE AND AWARDS

- Governor Medal from Honorable Rafael Hernandez Colon, Puerto Rico "*Tormenta Del Desierto*" ("Desert Storm"), 1990-1991
- Certificate of Achievement for Personal Contribution to operation "Desert Shield" and "Desert Storm" 1991
- State of New York Award: "*Operation Desert Storm Service Medal in Recognition of Dedicated Service Performed While on Active Duty During 1990-1992 Middle East Crisis in the Persian Golf*"
- Army Service Ribbon
- Army Reserve Components Achievement Medal
- National Defense Service Medal
- Southwest Asia Service Medal with two Bronze Stars
- Army Commendation Medal
- Certificate of Appreciation 719th Transportation Co.

SKILLS

Operating System: MS Windows. Applications: Word, Word Perfect, Excel and Outlook. Internet Explorer.

LANGUAGES

Spanish (Proficient)

PERSONAL

Interests include swimming, biking, soccer, football and baseball.