

Andre Novak

FACILITIES TECHNICIAN

📍 Charlotte, NC 📞 (704) 555-0191 ✉️ andre.novak@email.com 🌐 linkedin.com/in/andrenovak

Summary

Facilities technician with 6 years of building maintenance on office and medical campuses in Charlotte. Troubleshoots HVAC rooftop units and chillers, repairs plumbing and electrical systems, and handles carpentry for tenant moves. Tracks PM tasks in Excel, writes reports in Word and holds EPA 608 Universal certification.

Skills

- HVAC • Plumbing • Electrical • Carpentry • Troubleshooting • Excel • Word • Hand Tools • Mechanical
- Attention to Detail

Experience

Facilities Technician

05/2022 - Present

Queen City Property Partners

Charlotte, NC

On-site technician for a 3-building, 520,000 sq ft office campus.

- Diagnose HVAC rooftop units, VAV boxes and chillers, closing **90%** of comfort calls the same day.
- Repair plumbing fixtures, water heaters and backflow devices across 3 buildings and a parking deck.
- Rebuild office layouts with carpentry and electrical changes for 14 tenant moves since 2023.
- Track 300 PM tasks and vendor visits in Excel, and write incident reports in Word for the property manager.

Maintenance Technician

08/2020 - 04/2022

Sugar Creek Medical Plaza

Charlotte, NC

Two medical office buildings totaling 180,000 sq ft.

- Maintained 2 emergency generators and a fire pump, running and logging tests every week.
- Replaced ballasts, outlets and switches with hand tools to NEC rules in clinic suites.
- Responded to **15** tenant requests a day with an average close time under 4 hours.
- Inspected roof drains and HVAC condensate lines before storms, preventing leaks into exam rooms.

Education

Associate in Applied Science

05/2020

Central Piedmont Community College

Charlotte, NC

Air Conditioning, Heating and Refrigeration Technology

Certificates

EPA Section 608 Universal Certification

03/2020

ESCO Institute

OSHA 10-Hour General Industry

07/2021

OSHA Training Institute