

# Ken Carr

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## OBJECTIVE

To obtain a full time position that utilizes my leadership skills and experience in facilities and grounds management

## PROFESSIONAL EXPERIENCE

*Asbury First United Methodist Church, Rochester NY*

*3/2015-9/2018*

### **Facilities Manager**

- Supervised custodial and maintenance staff to ensure 90,000 sf of 3 buildings and 5 acres of landscaped grounds were maintained to the highest standard
- Served as project manager for capital improvement and facility related projects and reported regularly to the Board of Trustees in regards to project timelines, progress, and budget
- Oversaw all work done by outside contractors and acquired bids/new contracts
- Worked with the Building Committee on long range planning of capital improvement projects
- Monitored the annual facilities budget, making needed adjustments to ensure budget requirements were achieved and worked diligently to implement cost saving measures
- Acted as liaison to a combination of 45 church ministry groups, community organizations, and long term lease clients to create and maintain strong relationships and clear communication
- Worked with the Safety Response Committee and attended safety response trainings to help ensure a more secure space for all our guests
- Was the primary contact and first responder for all campus security needs
- Ordered and kept inventory for all supplies needed for custodial, maintenance, and hospitality volunteers
- Maintained the master schedule and was responsible for the implementation of 500 or more set-ups per year for church, community, and private events

*Sodexo at Nazareth College, Rochester NY*

*4/2014-2/2015*

### **Grounds Department**

- Worked on a team that landscaped and maintained campus grounds, including snow removal

*Lakeview Lawn and Landscape, Canandaigua NY*

*2/2013-12/2013*

### **Operations Manager**

- Oversaw daily operations for 30 employees in the commercial property maintenance division
- Performed on-site coaching for crews and weekly site inspections for 46 commercial properties
- Managed snow removal operations at 11 commercial properties

*Greenspace Design & Landscape, Rochester NY*

*10/2005-1/2013*

### **Owner**

- Responsible for all aspects of business including daily operations, marketing, sales, landscape design, and installation/construction of landscape projects
- Directly supervised and worked with property maintenance, lawn care, planting, and hardscape crews to insure the highest quality result and attention to detail
- Operated and trained crew members on all construction equipment

*Birchcrest Tree & Landscape, Webster NY*

*4/2002-10/2005*

### **Landscape Designer/Project Manager**

- Designed landscapes and hardscapes for residential/commercial clients
- Served as project manager for the installation/construction of landscape designs

## EDUCATION/AFFILIATIONS

*Association for Facilities Engineering (Rochester AFE Chapter #21)*

### **Board of Directors/ Treasurer**

*State University of New York at Alfred*

### **Associates, Landscape Development and Construction**