

JACK JEFFERSON
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A resourceful and enthusiastic maintenance professional with 20 years of experience in facility, equipment and tooling maintenance for manufacturing companies in food processing, composites, cutting tools and medical interconnect systems.

A creative problem-solver with strong analytical and technical skills who is detail-oriented and promotes teamwork among support staff.

ACCOMPLISHMENTS

- Implemented a computerized preventative maintenance program that virtually eliminated downtime in manufacturing and met all required elements of ISO 9001.
- Created spare part inventories that minimized equipment downtime due to operator error.
- Converted handtools to an ergonomic type that helped reduce workers' compensation claims for carpal tunnel syndrome and strains by 45%, saving \$93,000 per year.
- Relocated nine molding machines and all support equipment for a 33,000 square foot facility to accommodate just-in-time philosophies with no downtime to manufacturing.
- Facilitated the transfer of \$1.7 million in manufacturing equipment and \$2.8 million in raw materials and work in process to an out-of-state acquiring company.
- Directed the purchasing process for \$125,000 in manufacturing equipment for an off-site training facility including vendor identification, bid reviews and installation plans.
- Assisted in the leasehold improvement negotiations that resulted in \$50,000 of facility improvements.

EXPERIENCE

PBC Incorporated, Los Angeles, California

2003-Present

Maintenance/Facilities Supervisor (2006-Present)

Coordinate and direct the maintenance of equipment, machinery, tooling and building facilities for a \$22 million manufacturing company. Supervise a staff of up to 20 and manage a \$120,000 maintenance budget.

- Plan, budget and schedule facility and equipment modifications, including cost estimates and contracts for outside services.
- Oversee the coordination of outside building and telecommunication services.
- Manage and train maintenance personnel and workers engaged in preventative maintenance and repair of equipment and tooling in support of the production floor and facility.
- Direct machine shop operations.
- Review tooling, fixtures and processes with a goal of improving manufacturing efficiencies, and work closely with production and engineering to assist in the implementation of cell manufacturing and engineering projects.
- Participate on the safety committee and maintain hazardous waste and hazard communications programs to meet regulatory requirements.
- Manage the scheduling and staff's assignment to handle 285 work orders monthly.

Maintenance/Facilities Technician (2003-2006)

Created the first in-house maintenance program with responsibility for policies, procedures and direct implementation. Performed preventative maintenance and repair of injection molding machines, production equipment and facilities.

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ABC Corporation, Carson, California

1995-2003

Maintenance Mechanic

Performed preventative maintenance and repair for all equipment and facilities for five buildings for a privately held manufacturer of composite materials for military and commercial contracts. Maintained three autoclaves, air compressors and vacuum pumps, hydraulic presses from 10 to 150 tons, large ovens, forklifts, a cushman cart, a company van, and miscellaneous hand tools and equipment.

Tools International, Santa Monica, California

1990-1995

Maintenance Mechanic Lead

Directly responsible for the maintenance and repair of all facilities, production equipment and tooling for a manufacturer of carbide cutting tools.

- Implemented a preventative maintenance program.
- Performed electrical and hydraulic troubleshooting and repair, electric motor repair (AC and DC), CNC and NC machine maintenance, and arc and gas welding.
- Oversaw the machine shop and janitorial service.
- Responsible for tune-ups and repair of the company truck.
- Performed machinist duties as well as operated lathes, mills and grinders.

Eureka Maintenance, Eureka, California

1987-1990

Maintenance Mechanic

Performed preventative maintenance, boiler operations and repair, arc and gas welding, pipe fitting, pump repair, and blueprint analysis for a hardware plant.

- Assisted in the design and installation of equipment for a manufacturing line.

EDUCATION/TRAINING

Cerritos Community College, Cerritos, California

Job related and technical courses

El Camino Community College, Torrance, California

Introductory Management Skills course

COMPUTER SKILLS

DOS, Windows, PFS, Works, Preventative Maintenance Software