

BRUCE P. THOMAS, CFM

Objective

Facilities

Work experience

2003 – 2007 Carter Burgess Sacramento, Ca

Senior Facilities Management Specialist

- Inventory, inspection, and condition assessment of BLM assets in twelve western states.
- Inventory verification and condition assessments recorded on a handheld device in the field.
- Produce computerized assessment reports and one-line AutoCAD drawings of all buildings.
- Inventory, inspection, and condition assessment of National Park buildings.
- Produce computerized assessment reports and deferred maintenance cost estimates using Timberline.
- Mechanical, Electrical and Plumbing inspection of a private Country Club.
- Produce computerized assessment reports, including major equipment Current Replacement Value using Means Costworks.

1996 - 2003 Electronic Data Systems Rancho Cordova, Ca.

Facilities Project Coordinator

- Coordination of facilities construction and systems furniture projects for Corporate Real Estate department, Space planning, and responsibilities listed under Facilities Maintenance Manager.
- Due Diligent surveys of existing and proposed property's for future maintenance and repair projects.
- Project Manager for TI buildout of leased space for three EDS Groups. Movement of SSMC personnel into the space from different locations.
- Project Manager for movement of personnel out of the IPC, and conversion of 10,000 square feet of office space to raised floor.
- Project Manager for movement of personnel into new building from different locations and conversion of 10,000 square feet of office space to raised floor.
- Project Manager of a year long four million-dollar project to upgrade existing office space, add 150 additional seats and provide a modern Control Center with room for future expansion.

1990 - 1996 Electronic Data Systems Rancho Cordova, Ca.

Facilities Maintenance Manager

- Maintenance of building and grounds for a 75,000sf. Data center.
- Maintained general building systems including minor electrical repair, doors, locks, minor plumbing and minor HVAC.
- Responsible for writing out sourcing RFP's accepting bids and selecting contractors for HVAC, major electrical, janitorial and landscaping contracts.
- Responsible for administering contracts, approving invoices for payment, purchasing materials for department and maintaining the department budget.
- Responsible for maintenance inventories and purchase of systems furniture.
- Provided TI project management at other EDS locations, lease renewal liaison with landlords and due diligence site visits.
- Safety committee member.

1990 - 1990 US COAST GUARD McClellan AFB, Ca.

Chief Aviation Material Office

- Supervise four personnel responsible for maintaining computer inventories and issuing tools and consumable hardware. Oversee a two hundred eighty thousand dollar annual budget.
- Safety committee member.

1988 - 1990 US COAST GUARD San Diego, Ca.

Chief Aviation Quality Assurance Office

- Supervise five primary QA inspectors and was responsible for their proficiency training, work scheduling and military training, Provided proficiency training and technical advice to twenty collateral duty QA inspectors. Maintained files on personnel proficiency, aircraft maintenance, and a technical library. Responsible for maintaining and updating engineering instructions.
- Safety committee member.
- Coordinated replacement of Engineering office space carpet.

1984 - 1988 US Coast Guard Mobile, Al.

Aircraft engine maintenance and shift supervisor

- Maintenance and repair of two types of aircraft engines. Responsible for maintaining shop parts inventory for three types of engines. Supervised a swing shift of eight personnel and a mid shift of four personnel. Section supervisor responsible for duty assignments for twenty-eight personnel.
- Coordinated setup of new shop space.

1978 - 1984 US Coast Guard McClellan AFB, Ca.

Aircraft and engine maintenance

- Maintenance and repair of aircraft systems and two types of aircraft engines. Responsible for maintaining shop parts inventory and implementation of tooling, parts inventory and shop space for a new engine program. Assistance maintenance control supervisor responsible for aircrew flight assignments. Mid shift supervisor of eleven personnel. Section supervisor responsible for duty assignments for fourteen personnel. C130 aircraft dropmaster, instructor and flight examiner.
- Participated in design and setup of new shop space.

1975 - 1978 US Coast Guard San Francisco, Ca.

Aircraft and engine maintenance

- Maintenance and repair of aircraft and engines. Responsible for maintaining shop parts inventory, C130 dropmaster, instructor and flight examiner.

1973 - 1975 US Coast Guard Kodiak, Alaska

Aircraft and engine maintenance

- Maintenance and repair of aircraft and engines. Aviation Material Office clerk, issuing tools and consumable hardware. C130 dropmaster instructor.

1971 - 1972 Kenworth Motorworks Seattle, Wash
1969 - 1970 R.C. King Sporting Goods Seattle, Wash

1966 - 1969 U.S. Army

Aircraft crew chief

- Maintained and flew as crewmember on Army helicopters.

1966 US Plywood Hoquiam, Wash

1966 I.T.T Rainer Hoquiam, Wash

**Education,
Certifications**

**Facilities
Management**

- High School – Aberdeen Washington – 1966
- Technical Training, U.S. Army
Aviation Maintenance – April 1966 to June 1966
- Technical Training U.S. Coast Guard
Aviation Maintenance - April 1973 to August 1973

Certificate, 1995

- Detroit Diesel Allison T56 Jet Engine Repair – November 1973 to December 1973

Certified Facilities Manager Designation 2003

- C130 Block Maintenance – January 1976 to March 1976
- Garrett ATF3 Jet Engine Repair – March 1983
- HU25 Falcon Jet Aircraft Maintenance February 1987
- Alabama Aviation and Technical Collage – 69 credit hours with an FAA A/P Aircraft Maintenance License – December 1987 to May 1988
- Aviation Computerized Maintenance Manager - January 1989
- Quality Education System – January 1991
- Career Management Workshop – July 1991
- Introduction to PC's – October 1991
- MS-DOS Level I – October 1991
- Personal Time Management – March 1992
- **Facilities Management Certificate**, California State University, Sacramento– June 1995
- Diversity Awareness – October 1995
- Business Writing (Basic) - April 1996
- Interpreting Basic Financial Statements – May 1996
- Microsoft Access – Step – By – Step – December 1997
- Smart Movers Seminar – February 1998
- **Certified Facilities Management Certification** – January 2003
- **AutoCAD Level I** – May 2004

Extracurricular activities

Boy Scouts

Spend time with Grandchildren

Home Remodeling

Professional memberships

USGC Chief Petty Officers Association

International Facilities Management Association (IFMA)

Interests and activities

Automobile Repair

Wood Working – Home Repair

Security clearance

US Military Secret