

Mark D. Koopman CPMM

Objective

An opportunity to apply my facility operations and construction management experience in the position of District Director of Building and Grounds.

Experience

Director of Building and Grounds – *Vernon Hills High School* August 2013 – Present

Manage facility operations of 24 employees in grounds, maintenance and housekeeping. Provide support to school administration, evaluating and updating the Districts Capital Asset plan for academic, building and grounds needs. Schedule staffing needs for all school internal and external events and activities. Organize and schedule staff to insure completion of routine work and projects on a daily basis.

Key Accomplishments:

- Coordinated the removal and replacement of 45 infected Ash trees
- Solicit bids and scheduled contractors for the Varsity Baseball and Softball bullpen improvements
- Initiated an independent water chemistry analysis and hired specialists to balance the chemistry and stop deterioration of the building CHW/Hot Water loop

Building & Grounds Manager – *Highland Park H.S.* November 2008 – August 2013

Direct operations of 29 staff members in Custodial, Maintenance and Grounds on 2 campuses. Focus on daily operations to provide a safe and clean learning environment for the students, faculty and staff. Work with the school Administration to continually evaluate and update the short and long term Capital Plan for educational and building needs. Provide support for internal and external events and activities. Provide daily operations scheduling for work to be completed.

Key Accomplishments:

- Evaluated building needs and staffing to organize Custodial assignments to fit the needs of the school
- Provided assistance to Assistant Superintendent of Finance and Director of Facilities with the Bid process and supervision of construction projects
- Developed a new traffic pattern for home football games to allow for safe drop off \ pick up of spectators
- Worked with plumbing contractor to develop a plan for removal of ground water causing flooding in an academic building
- Implemented a Preventive Maintenance Program for the plant boilers and chillers
- Gather information on 395+ existing pieces of mechanical equipment to implement a Preventive Maintenance program
- Staff recruitment and training

**Assistant Director of Facilities – *Sodexo Campus Services*
*DBA/Lake Forest Academy***

July 1998 – November 2008

Appointed Assistant Director of Facilities in April, 2006. Attend cyclical meeting on facility operations with the Head of School and Chief Financial Officer. Share administrative duties in Labor Management Operations and payroll. Assist Chief Financial Officer with capital project management. Direct maintenance operations for 31 buildings. Supervision of 3 full-time and 1 part-time employees, project management, work order scheduling, ordering inventory and supplies. Jointly work with staff on training and applying knowledge of electrical, mechanical, plumbing and carpentry skills. Apply knowledge of the facilities to coordinate and supply support to the housekeeping, grounds and ice rink departments. Manage Transportation Department with 1 full time school bus driver and 13 vehicles. Provide asbestos awareness training for the account.

Key Accomplishments:

- Developed smooth transition for employees of Lake Forest Academy to Sodexo Marriott Services
- Unit Safety Coordinator
- Helped implement Preventive Maintenance program
- Staff recruitment and training
- Oversee facility operations during General Manager transition

Facility Manager – *Lake Forest Academy*

August 1994 – July 1998

Directed facility operations of 26 buildings and 150 acres of land. Led a team of one supervisor and 11 full time employees in facility operations including the maintenance, housekeeping, grounds, transportation and security departments. Written and verbal communications at all levels of the organization. Developed budgets and controlled inventories. Administrator of the Asbestos Management Plan for Lake Forest Academy. Personally provided 24 hour on call services.

Key Accomplishments:

- Supervised contractors in a \$1M renovation project
- Coordinated completion of infrastructure replacement project
- Supervised installation of campus wide communication project
- Developed and implemented Life Safety Program with local fire department

Education

B.B.A./Management Sciences, University of Iowa, Iowa City, IA, May, 1984
CPMM, Certified Professional Maintenance Manager, Assoc. for Facility Engineering

Achievements

Volunteer Fire Fighter on the Knollwood Fire Department
Trustee for the Lake Bluff Mosquito Abatement District