

# Dominick M. Griggs

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## **EDUCATION:**

Truck Driving Institute  
Class A license awarded 2016

## **LICENSES/CERTIFICATIONS:**

CDL Class A  
EPA Certification Awarded 2018

## **EMPLOYMENT HISTORY:**

### **Maintenance Technician      The Park at Buckingham      January 2018- Present**

- Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing etc. Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security
- Performs electrical repairs on items such as appliances, fixtures, switches, outlets, circuits, etc.
- Performs plumbing work, such as clearing stoppages, replacing fittings, etc.
- Replaces tile, carpet, screens, garbage disposals, fixtures, appliances, blinds, locks, etc.
- Conduct building walk-downs daily and replace all burned out bulbs from hallways and stairwells and batteries in emergency lighting as needed.
- Complete assigned work orders according to company guidelines.
- Complete final inspection of all units turned over for leasing.
- Constantly observes condition of apartment property throughout the property and immediately reports and/or initiates action to correct unsafe conditions.

### **Certified HVAC      Technician Valley Heating & Air Distribution      March 2017 – December 2017**

- Analyzes blueprints, schematics, and drawings for the purpose of identifying the location of new and existing HVAC systems and determining the efficient installation of additional systems.
- Cleans air conditioning and heating units (coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating efficiently, correctly and within safety guidelines.
- Diagnoses causes of problems and/or failures in HVAC systems and energy management control systems for the purpose of identifying equipment and/or systems repair and/or replacement needs ensuring responsive and corrective action for urgent building operation items, indoor air quality, thermal comfort parameters.
- Estimates labor, materials, and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Fabricates or coordinates the fabrication of equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Installs HVAC equipment and systems (e.g. actuators, compressors, building control systems, DDC sensors, heat pumps, alarm systems, control panels, energy management control systems, pressure reducing valves, etc.) for the purpose of providing enhanced and/or upgraded capabilities

**HVAC Technician Savy Service February 2017 – September 2017**

- Travel to homes and businesses daily as scheduled
- Perform consultations with customers
- Install new heating, cooling, and ventilation systems
- Inspect current HVAC systems for effectiveness and safety
- Perform preventative maintenance on HVAC systems to increase longevity
- Conduct performance test with specialized tools
- Troubleshoot current HVAC system
- Repair damaged HVAC systems
- Sell ongoing maintenance contract to current customers
- Keep records of customer appointments and transactions including invoices
- Maintain accurate inventory of all equipment and HVAC resource

**Driver Coleman American Moving Services November 2016- February 2017**

- Transport goods using a company truck
- Leading a crew in loading shipment to and off truck
- Inspect shipment prior to loading for proper packing or wrapping
- Assist in loading trucks for forward movement via interstate commerce
- Perform pre-trip safety inspections on truck of moving equipment, interior and exterior of truck, straps, and tensioner, walk-boards, etc.
- Maintain required documentation and paperwork for shipment, expenses, driver logs, and DOT regulations

**OTR Driver U.S Xpress January 2016 – December 2016**

- Transporting goods out of state
- Loading/unloading goods to and from destination
- Made sure the basic conditions were good on the truck
- Maintain paperwork for documentation for driver logs, expenses and shipment