



READING PUBLIC SCHOOLS

Administration Offices

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Superintendent

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TO: Reading School Committee
FROM: Harry K. Harutunian
DATE: August 13, 1999
RE: Facilities Director

After conducting a very comprehensive search over the past few months and receiving over forty-seven applications for the Director of Facilities position, the search was narrowed to two individuals. Both Peter Hechenbleikner and I interviewed the five finalists once and the final candidate twice. An extensive background check was also done on that individual. I'm pleased to notify the Reading School Committee that Rick Barrett will be our new Director of Facilities. As you can see from his resume, he brings an extensive background in maintenance and facilities to the Town of Reading. His starting date will be sometime in the middle of August.

If you have any questions please contact me.

RICHARD J. BARRETT

PERSONAL DATA:

**P.O.B. - Newton, Massachusetts
Married - Five Grown Children**

EDUCATION:

**Our Lady's High School, Newton, MA
Northeastern University - Industrial Engineering
& Business Management**

PROFESSIONAL AFFILIATIONS/LICENSES:

**Association For Facilities Engineering (A.F.E.) LD. # 75861
State of Maine - Boiler Operator License #6391
Educational Plant Maintenance Association (E.P.M.A.)
State of Maine Certified Insecticide/Pesticide/Herbicide Trainer
EPA/AHERA Certified Designated Person
Maine Safety Council**

RELATED TRAINING/COURSES/SEMINARS/CONTINUING EDUCATION:

**JCAHO Health Facilities Environment of Care
OSHA Infection Control/Emergency Responders
OSHA Regulations in the Construction Industry
OSHA - Cooperative Compliance
OSHA - Training for Safety Supervisors
DEP/EPA - Train the Trainer
Hazardous Materials Handling and Waste Containment
Supervisor & Safety Training
Safety and Management Training Modules (1-12)
Blueprint Reading - Shop Math
Pneumatics - Hydraulics
Millwright Training Program
Dale Carnegie - Human Relations & Effective Speaking
Maine Safety Council - Fall Protection**

SUMMARY OF EXPERIENCE:

Extensive experience and formal training in all areas of facilities engineering and industrial maintenance, with an emphasis on management, budget preparation, State and Local code compliance, safety and supervisory responsibilities.

Other qualifications include diversified experience in various areas of construction, including supervisory, management, and hands-on experience since 1963 in the areas of design documents, contract and specifications development, cash flow and projections, approval of procurement and authorization of payments, planning and scheduling, progress reporting, subcontract compliance with industry codes and government regulations, and maintaining close company/client relationship.

- **MANAGED MILLION DOLLAR + INDUSTRIAL MAINTENANCE PROJECTS**
- **ABLE TO WORK WITHIN DICTATED BUDGETS AND GUIDELINES**
- **PERSONNEL HIRING, TRAINING, MONITORING & EVALUATING**
- **FACILITY HAZARDOUS MATERIAL/WASTE COORDINATING**
- **BIO-HAZARD WASTE COORDINATOR**

OTHER RELATED SKILLS INCLUDE (BUT NOT LIMITED TO) THE FOLLOWING:

- **General Business & Office Management**
- **Job Costing & Estimating**
- **Managed Multi-trade Projects (350+ employees)**
- **Contract/Lease Negotiations**
- **Millwright/Pipefitting**
- **Electrical and Plumbing**
- **Preparation/Implementation of Safety Plans**
- **Master Mechanic**
- **2,000 Hrs. Machine Shop Training**
- **Hydraulics & Pneumatics**
- **Journeyman Millwright & Carpenter**
- **Blueprint Reading & Drafting**
- **Licensed Low Pressure Boilers**
- **Computer Proficient - Windows/Excel/Word Perfect**

EMPLOYMENT HISTORY:

Health Reach Network - Waterville, Maine - 1997 to Present

Director of Safety, Physical Plants & Grounds

Responsible for all Code compliance, BOCA, Life Safety Code 101, OSHA, JCAHO, Dept. of Mental Health, Dept. of Human Services for 24 facilities encompassing over 800 employees in five(5) Maine counties.

City of Auburn - Department of Education - 1992 to 1997

Director of Physical Plants, Grounds and Safety

Supervised maintenance/tradesmen and custodial employees (48), negotiated union labor contracts, construction of school buildings and related relocation of staff/students, coordinated and supervised projects with contractors and subcontractors, prepare and administrate operation and capital budgets, responsible for bid procurement for all school general supplies system-wide, maintenance of 18 buildings, 22 boilers, all playing fields and all school grounds, co-facilitated educational county-wide waste share program, Coordinator of Hazardous Materials/Waste Program, Co-facilitator A.D.A. Compliance Program, prepare and deliver reports to School Committee, served on city-wide Safety Committee, Facilities Planning & Building Committees, Strategic Action/Planning Committee, City of Auburn Emergency Management Services Team Member.

Hallamore Corporation - Special Carriers, Mechanical Contractors, Riggers & Crane Rentals - 1989 to 1991

Regional Manager - Maine (Northeast Industrial Relocations, working with national and international clients).

Management of all activities within the State of Maine, including staffing, marketing, equipment rentals and servicing industrial accounts. Other duties included coordinating and expediting, contract negotiations, invoicing, maintenance of company checking account and financial reporting. Directly responsible to the President for all activities and contract administration within the State of Maine and part of New Hampshire. Participated in the development of contract language and engineering requirements prior to contract execution. Reviewed and approved all design documents, material procurement and expenditures. Developed and monitored schedules, and established safety procedures for duration of all projects.

Ciambro Corporation - 1980 to 1988

Project Manager - Project Superintendent - Mechanical Superintendent - Civil Superintendent - Mechanical General Foreman - Millwright Foreman - Carpenter Foreman

Various projects requiring full responsibility of all supervision on both industrial maintenance accounts and construction projects assigned by the Vice-President of Operations. Document control, interface with client, negotiate additional cost items, subcontract compliance, scheduling, utilization of resources, cost control, quality assurance and control. Additional responsibilities included, but were not limited to, facility hazardous materials and waste coordinator, participated in writing and implementation of project safety plans, evaluation and training of personnel. Scheduled manpower, replaced/repared mechanical components, installation of new/and or upgrade of facilities, supervised installations, inspections, pulp process repair and upgrades.

CONSTRUCTION POSITIONS - 1963 TO 1980 (Residential, Commercial & Industrial)

Self-employed Contractor	Construction Superintendent	Journeyman Millwright
Carpenter Foreman	Journeyman Carpenter	Millwright Foreman
Project Superintendent		

Various positions required general business management, crew layout and supervision, materials and general labor cost projections, planning and scheduling, quality control, safety compliance and utilization of resources to accomplish assigned tasks.

HOBBIES & INTERESTS: Avid golfer, golf club craftsman, home repairs, spending time with family.

REFERENCES - Available upon request