

FRANCISCO MIRELES

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Professional Summary

Dedicated Maintenance Mechanic offering 10 years of successful team management in maintenance-driven roles. Adept at scheduling facilities maintenance to minimizing downtime and safety hazards. Well-versed in building maintenance and equipment troubleshooting and repair with focus on quality and efficiency. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Skills

- Work Order Management
- Preventive Maintenance
- Electrical trouble shooting low and high voltage
- Personnel Management
- Safety Protocols
- Production Scheduling
- Hazard Monitoring and Management
- Maintenance Planning
- Dependable and Consistent always meeting deadlines
- Fleet service includes oil changes, brake systems, radiators, tire rotation, and lift gate service.
- Welding Techniques using MIG, SMAW, brazing, and soldering
- Vendor Relationship Management scheduling contractual work
- Safety Compliance
- Lockout and tag out
- Skilled Maintenance and Repair of plumbing fixtures
- Construction Methods of underground trenching and shoring
- HVAC Systems residential and chiller boiler systems
- Tool and Parts Inventory Oversight
- Job Prioritizing
- Attention to Detail
- Facilities Maintenance and janitorial
- OSHA Compliance
- Concrete patching and feather edging
- Tile repair and installation ceramic, VCT, laminate.
- Drywall repairs patching and painting
- Cabinetry and carpentry door installation, timely doors, steel door and frames.
- Shelving wire along with MDF board, restroom partitions, and FRP installation.

Work History

Youth Sports Instructor, 02/2008 to Current

Clark County Parks Nd Recreation – Las Vegas

- Offered constructive basic sports techniques to young clients to help reach basic knowledge of various sports.
- Provided guidance to youth in overcoming challenges and identifying interest in sports programs.
- Analyzed parent feedback to adjust coaching sessions accordingly to age and skill level.
- Coordinated special events such as pre-season tryouts, training camps and special workshops at different recreation centers in order to be diverse and give opportunities to the less fortunate.
- Team player and always willing to learn new coaching ideas.

Maintenance Mechanic , 11/2018 to 03/2025

Southern Nevada Regional Housing Authority – Las Vegas, NV

- Utilized proper tools and materials to maintain curb appeal while adhering to safety guidelines.
- Weekly meetings to attain specifications, and detailed instructions on vacant units to meet strict operational and maintenance deadlines.
- Kept watchful eye on equipment inventories, optimizing work readiness and aligning supplies with specifications for each job and unit turns.
- Promoted continuous improvement by encouraging staff to suggest innovative ideas for process enhancements and cost-saving initiatives.
- Monitored each service tech work tasks and scheduling using yardi program.
- Procured pricing information from various vendors to support cost-effective purchasing.
- Monitored safety compliance to maintain strict standards and protect team members from harm.
- Streamlined work order processes for increased efficiency in addressing maintenance requests and tracking progress.
- Kept track of equipment, inventories, and system upgrades in order to prepare and present detailed reports to upper management.
- Performed all service for fleet of eight vehicles on routine schedule oil changes, brake system, radiators, water pumps, tire rotation, service lift gate on utility truck.
- Service all small golf carts on PM schedule carryall, kubota, and cushman to keep in good working condition.
- As a working maintenance technician I walked all vacant units and made the work lists along with parts list to get units turned on a timely manner.
- Install all cabinetry, countertops, doors, casing, and baseboards.
- Repaired all damaged drywall using tape and mud technique's texture to match existing.
- Executed priming and painting tasks with high precision on multiple project types.
- Replaced all worn out receptacles and upgraded light fixtures to Led fixtures.
- Complete preventative maintenance on HVAC systems and swap outs and installations where needed.
- Maintained all main sewer lines utilizing cable snakes and jetting machines

- Inspected and repaired all roofing types including shingles, rollout , EDP roofin
- Power washed all walkways and dumpster areas on pm schedule
- Quality control inspections of technicians completed work
- Supervised 7 plus employees and scheduled assignments daily and special projects as needed.
- Performed welding tasks to repair and construct gates as well as fences.

Maintenance Technician, 01/2008 to 11/2018

KC Maintenance – Las Vegas, NV

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Education

Not Complete : Welding Technology

CSN - Henderson, NV

Welding skilled in Mig, SMAW, brazing, and soldering.

Diploma : HVAC Installation And Repair, 06/1994

Southern Nevada Vocational Technical Center - Las Vegas, NV

Troubleshoot AC and heater units.

Maintain and charge units with proper refrigerant

Low voltage troubleshooting

Repair furnace and gas control valves

Brazing copper joints

Swagging and flaring copper pipe

Replace electrical parts and motors

Sheet metal fabrication as needed

Certifications

OSHA 30

EPA universal