

# Anthony Julien

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## **Education:**

1981-1982 **Universal College**, Liberal Arts, Port of Spain, Trinidad, WI

07/07 **Long Beach High School**, High School Diploma, NY

09/10-2012, **School of New Rochelle College**, Brooklyn NY

2019 **University of North Carolina** Positive Psychology.

Presently **Wesleyan University** Social Psychology

## **Certificates:**

1993 -1995 Trinidad& Tobago Management Dev Center, **Management By Objectives**

1999-2002 American Management Association, NY, **First Line Supervision.**

2002 -2005 Education direct Scranton, PA. **Appliance Repair Technician**

2005 -2007 Penn Foster Career School. **Automobile Repair Technician.**

2007 Citywide Administrative Services Training College, NY, **Fundamental of Supervision1.**

04/05/2016 E.B. Cape Center, **Hazard Communication; Leadership 101; SCBA fitness training.**

06/01/2018 City of Houston Training center, **Pumps & Motors maintenance.**

01/12/2015 National Technologies Transfer INC, **Motors, bearing & shaft alignment maintenance.**

06/02/2018. E. B. Cape Training Center. **Water Utility Safety Training; Hazcom Chlorine training.**

04/2017 -2019. TECQ Training Center. **Surface Water Production I; Surface Water Production II.**

02/19/2019 E.B. Cape Training Center. **CPR; AED and First Aid for Adults**

## **Work Experience:**

2011 to present City of Houston Public Work Drinking Water.

### **Senior Utilities Mechanic./Safety Chairman**

I am the lead person of the preventative maintenance crew for SEWPP Houston public works' drinking water facility. I do function in both corrective and maintenance operation and emergency call outs. I also assign work to subordinate mechanics, clerical and technical personnel on Pumps, motors, filters, work orders, fleet oil changes / services of trucks and club cars, structural repairs/ contractor monitoring. Monitors work assignments for accuracy and adherence to pertinent legal, technical, contractual and city procedural guidelines. I have been the (UDR) User Department Representative, I act many times as the day to day contact person on many contracts. I do many inspections on units sent out for repair at various vendors. I Implemented a recordkeeping system of all pumps and motors repairs while ensuring the availability of funds for (Fencing, both large / small submersible Pumps 70hp and above, quotes for repairs to industrial exhaust fans. Responds to the plant operations' complaints and inquiries in timely fashion; gives technical or procedural advice to personnel concerning special or unique problems. Maintains files on warranties of large

purchased item and contractor serviceable repaired items and reports making sure it's in compliance with the city contract. Coordinates activities within section and with other sections and divisions of the department while cooperating well with everyone. Maintains current knowledge of technological advances, changes in statutes and impact of long-range planning objectives. Analyzes all mechanical and preventative maintenance methods in a safe manner and recommends improvements, participated Interviews and recommendation of new selectee or new employees, I do know how to complete performance appraisals, recommendations for disciplinary and/or performance counseling as appropriate and how to review the personnel policies and city procedures.

My long list of units of service and repairs stem from various pumps, motors, valves, clarifiers, basins, thickeners, filters, plumbing, mechanical are just a few but not limited to anything.

05/2011 NYC Department of Transportation, NY

**Direct Assistant to Director of Planning**

- I Conducted and prepared files for litigation and searches for legal side
- I Scanned all documents to pc and created a file folders system and renamed them for easier processing. I also served as city representative on the Quality work life board, Safety board and as head shop steward for unions. All Administrative worker for NYCDOT.
- I Maintained, developed a new alphabetical colored system to updated unit filing system
- I scanned all Statistical data entry for all supervised work performed on bridges and other areas
- I Prepared reports and conducted Foil searches for legal investigations on past injuries that occurred on bridges.
- I Performed moderate to difficult administrative clerical duties for my assistant director of planning.
- I Served as Unit Lead Person in statistical data entry by verifying and analyzing work sheets.
- I Monitored work teams performing snow removal and bridge sweeping and cleaning of bridge leaf's
- Assisted Executive Director and Chief Director as needed with all documentation.

10/04-05/05 NYC Department of Transportation, NY

**Bridge Operator**

- I Inspected, served, cleaned and operated, the opening and closing, lowering and raising up of the Harlem River and Brooklyn movable Bridges for ships and emergency work schedule.
- Submitted monthly reports of all activities in Federal logs
- Operated marine radios, two-way communication CB and lead crew.
- Operated dump trucks, snowplows and other utility vehicles
- Ensured safety rules and federal regulations; performed related duties

03/04-10/04 New Dimension Research, Melville, Long Island, NY

**Industrial Maintenance Mechanic**

- Supervised manufacturing plant mechanic crew of seven (7) and purchased all operational parts
- Safety inspector for all chemical handling, storing and disposal
- Trained and enforced proper safety driving and handling of forklifts, sweeping, genie reaches and other heavy equipment in compliance with OSHA compliance
- Investigated all reports
- Utilized compressors, lathe, drill press, crimper, caliper, precision tools, electrical testers, welding torches to rebuild, repaired and serviced all industrial processing electrical and mechanical equipments not limited to bulk machinery
- Perform general building maintenance repairs such as plumbing, installed sheet rock

9/02-02/04 You Name It Company, Trinidad, West Indies

**Operations Manager**

- Supervised, managed, coordinated and expedited the total operation in construction projects values ranging from \$300,000 to \$450,000
- Initiated and completed new and addition to homes
- Performed demolition, plumbing, carpentry, tiling, and masonry
- Provided customer service; performed interfacing, data-entry, billed, priced and purchased all needed materials

8/00-08-02 Bally's Total Fitness, New York, NY

**Engineer Level 2**

- Supervised Operations e.g. maintenance repairs and cleaning staff
- Attended meetings
- Provided training and prepared quarterly reports
- Procured and ordered exercise equipment, replenished stock and various electronic parts
- Supervised and worked on various projects in remodeling, tiling and plumbing
- Maintained, constructed and repaired all exercise and weightlifting equipment including (HVAC & building) and office machines
- Investigate reports and follow up all accidents and injuries
- Maintain files and record

09/95-08/02 Labels for Less (21 Retail Chain), NY

**Stores / Purchasing and Maintenance Supervisor**

- Coordinated, planned and oversee the operations of the central store's facilities
- Supervised receiving and shipping department
- Verified inventory
- Labeled and recorded inventory through maintaining a tracking requisition system
- Compose report and corresponded with vendors
- Responsible for pricing and purchasing of office supplies, chemical, vehicle parts
- Inspected and scheduled of service repairs
- Supervised all maintenance work and ensure compliance with safety regulations
- Submit quarterly on vehicular safety, stock versus requisition and recommendation
- Monitored retail stores and stock during periodical inspection checks
- Directly and indirectly supervised employees

01/93-07/95 Melville Shipping Company

**Custom / Shipping Clerk 2**

- I boarded large cargo vessels at various ports and coast lines to inspect the contents and report logs of containers and all unauthorized container or items which were slated to be shipped or enter country.
- Inspected, investigated, tallied, corrected, and submitted cargo manifest reports to ports including filing customs documentation.
- I Processed transshipment of hazardous containers manifest and all documentation through custom & Excise, police department and fire department.
- I Followed up on all correspondence for shipped and unloaded containers for various lines all over the world.
- I Filed all customs and port documents for some of the world's largest container shipping lines (carol, Nedlloyd lines, Hpag-lloyd, Maersk, CMA-CGM, RCL lines just to name a few
- Routes containers to other transshipment points including locating lost ones.
- I Typed and prepared documents to prepare for inspections of all type's containers
- I was the traveling officer who Traveled to various shipping ports to correct and check the documentation.
- I was an authorized signature signee for custom and immigration compliance.

**References Available Upon Request.**