

STEVEN CAPUTO

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MANAGER

Project Operations • Construction • Facility Operations

Veteran in construction management, project operations, and facility management with over 20 years of experience spanning expertise in:

- End-to-end project lifecycle management, from initial concept through strategic planning, documentation, workflows, materials, safety, cross-functional team leadership, project execution, and support.
- Handling of complex safety procedures in high-pressure environments, maintaining alignment with both internal and government or agency regulated workplace safety standards.
- Improving operations management via process development and reengineering.
- Hands-on application of construction principles, including new buildings and structures, refurbishments, utilities, excavations, easements, roadways, and environmental remediation services.

Project Management • Team Building & Leadership • Construction Management • Facility Operations
Client Communications • Policy & Procedure Development • Quality Control • Strategic Planning • Project Scheduling
Contract Negotiation • Workplace & On-Site Safety • Process Improvements • Submittals & RFI Documentation
Equipment Maintenance • Quality Control • Profit & Loss (P&L) • Staff Development & Training • HYPACK Software

PROFESSIONAL EXPERIENCE

PRIDE INDUSTRIES, Fort Dix, New Jersey • 2010-2011

Facilities Operations Manager

Led over 100 cross-functional supervisors, team members, and safety personnel throughout planning, development, and execution of highly secure construction and preventative maintenance projects on a joint military base, leveraging secret security clearance to administer highly classified operations for critical facilities. Administered contracts, submittal reviews, ensuring work efforts aligned with expectations. Ensured delivery of time-sensitive projects. Coordinated MEPs, carpentry, masonry, roadwork, underground plumbing, HVAC systems repairs, roof repairs, and numerous other maintenance and installation projects. Drove facility readiness for Air Mobility, Army, and Navy crews. Monitored and managed budgets. Handled daily facility operations and responses to calls and emergencies. Established and maintained safety standards. Updated clients on time-sensitive issues. Defined preventative maintenance schedules.

- Boosted overall team productivity by 22%.
- Delivered projects under budget expectations via new cost objectives.
- Drove improvements across the board through development and implementation of policies and procedures.
- Generated a 15% increase in quality control.
- Ensured achievement of all contract timelines via close attention to project scheduling.

MOBILE DREDGING & PUMPING CO. - A CAROLYN CORPORATION, Chester, Pennsylvania • 2008-2010

Project Operations Manager

Directed the full project lifecycle for dredging and dewatering contracts, with authority over a team of 30 personnel. Managed and performed lab samplings for diagnosing dredging and dewatering materials. Oversaw layout, contractor and project scheduling, engineering drawing reviews, preparatory phase planning, materials procurement / ordering, and safety equipment. Defined critical plans for placement of materials concurrent with reviews of inland structural areas and survey elevations. Orchestrated plans and routes with trucking and shipping drops. Coordinated environmental remediation for key areas. Collaborated with engineering firms on containment areas and compaction testing, providing regular updates to local, state, and federal government as needed. Acted as primary client liaison for project progress, billing, and other matters.

- Eliminated excess project expenses for numerous initiatives, to achieve completion on time and under budget.
- Grew sales 20% as a result of bringing in additional work or change orders from existing client projects.
- Cut project costs through highly effective organization and planning, emergency contingency plan development, policy and procedure implementation, and E-VAC planning.
- Introduced standardized safety protocols for all projects.
- Recognized with numerous written commendations from customers in government, DEP agency, engineering, and other sectors.

HR & C, Atlantic City, New Jersey • 2006-2008

Facilities Operations Manager

Coordinated management and maintenance of multiple facilities, including equipment and systems installation, replacement, and repair for HVAC, heating units, cooling towers, chillers, boiling pumps, and numerous other machinery and areas. Supervised a team of 60 personnel and 8 members of the management team. Supported special events and shows through installation of equipment and lighting. Managed service orders. Oversaw preventative maintenance program implementation and management. Scheduled and conducted tests and calibrations on generators.

- Defined a multi-facility code of conduct establishing acceptable behavior among employee teams, resulting in greater motivation and productivity.
- Maintained optimal equipment performance via planned / scheduled service outages for repair and maintenance.

BROCKWELL & CARRINGTON INC., Monmouth County, New Jersey • 2005-2006

Project Operations Manager

Supervised end-to-end project lifecycles for new construction and refurbishments. Directed cross-functional trade personnel throughout all stages of planning, specifications, contracts, submittals, RFI documentation, and project execution. Defined policies and procedures governing site operations. Maintained client relationships. Tracked and reported on progress. Enforced alignment with safety standards and procedures. Performed inspections on construction sites and finished work. Addressed and resolved problems as needed. Monitored project timelines.

- Expanded overall business revenues through multiple change orders that increased contract amounts. Accomplished this via positive customer communications and proactive, progressive scheduling.
- Delivered projects on time and within budget despite numerous obstacles involving handling of hazardous materials and resolution of safety issues.

MCC CONSTRUCTION, Lakehurst, New Jersey • 2002-2005

Senior Project Operations Manager

Oversaw various and simultaneous construction projects, primarily high-security initiatives in the government sector for state military bases. Liaised with clients to discuss pre-construction plans, issues, contracts, submittals, and RFI documentation. Established site protocols and procedures for the duration of the project, including managing safety, equipment, and operations. Coordinated the activities of up to 100 personnel and 10 supervisors across various trades. Supervised completion of tasks. Conducted inspections of machinery, personnel, and deliverables. Maintained high quality standards. Monitored progress and updated key personnel as needed. Administered union relations. Managed profit and loss (P&L) for each project.

- Drove increased revenues from client projects through change orders.
- Handled sensitive issues regarding identification and decommissioning of military mortar rounds.

DESIGNLINE CONSTRUCTION SERVICES / DCS, Eatontown, New Jersey • 2000-2002

Carpenter / Project Supervisor / Project manager

Progressed through multiple roles of increasing authority to spearhead construction of numerous restaurants, including major names such as Dunkin Donuts, Applebee's, and TGI Friday's, with authority over diverse concurrent projects. Monitored and directed progress of construction projects such as new buildings and refurbishments. Handled all aspects of the project lifecycle, from planning through specifications, contracts, submittals, RFI documentation, on-site workflows and procedures, safety, excavations, utilities, equipment, personnel, and compliance.

- Defined and managed on-site safety procedures for projects.
- Generated repeat business from restaurant chains, with new contracts to build new locations.

EDUCATION & TRAINING

Engineering Certificate - Texas A&M University

Commercial & Industrial Blueprints & Schematics Certificate - Jackson Vocational Technical School

Commercial Zoning & Blueprints Certificate - Waretown Vocational Technical School

Computer & General Studies - Ocean County College

OSHA Safety Training Certified: OSHA 10, OSHA 30, Hazwopper 40

ISO 14001 & 9001 Training

USACE & Naval Quality Control Certification

Hazardous Materials & Handling Certification

HP Black Seal 4th Class Engineer's License