

Matthew Burns

PROFESSIONAL PROFILE

Driven and organized team-oriented professional with sales experience and focused on staff development and growth. Trustworthy and dedicated to the current job assigned, with a continuous goal to provide the customer with the best possible experience. Also looking to grow and improve with new experiences and responsibilities.

WORK EXPERIENCE

Utility Worker III

December 2017 – Present

Howard County Government, Department of Public Works/Utilities

- Demonstrate good writing skills in the ability to provide detailed, concise and understandable inspection reports.
- Organize multiple files and records in such a manner as to be able to retrieve archived information in a reasonable time frame.
- Takes control of situations when a supervisor or Utility 4 isn't around and makes sure that the job is completed safely and in a timely manner.
- Sets up work zone traffic control.
- Performs initial and follow-up inspection/coordination to ensure that required maintenance is performed.
- Insures accuracy of information regarding type, location, function, and condition of facilities in Hanson and GIS.
- Works and repairs several different brands of fire hydrants.
- Knows the components and procedure of fire hydrant repairs.

Utility Worker II

June 2017 – December 2017

Howard County Government, Department of Public Works/Utilities

- Knowledge with reading and understanding 100 blueprints and contracts.
- Uses a hand held computer/mental detector to locate property water and sewer clean outs.
- Has assisted in regrading an area around a meter pit, water stand pipe, man hole and fire hydrant.
- Has operated 10 ton, 5 ton and 1 ton dump trucks for daily job requirements including but not limited to: hauling stone/ concrete, top soil, black top, salt and plowing snow.

Utility Worker II

October 2015 – June 2017

Howard County Government, Department of Public Works/Highways

- Can operate more complex motor equipment, hand tools, and power tools; may direct and instruct other employees in the safe use of motor equipment, hand tools, power tools, and related work (i.e. loader, roller, skid loader and chipper).
- Can perform all types of semiskilled manual tasks such as: painting, raking and shoveling stone, mixing cement, flagging traffic, mulching and seeding, operating jack hammer, and laying brick in highway related maintenance tasks.
- Can operate a snow plow and salt spreader Can safely sets up work zone traffic control for highway maintenance crews.

Landscape Specialist**June 2013 – October 2015***Columbia Association, Community Building and Sustainability Department*

- Responsible for planting and maintaining a variety of annuals, perennials, trees and shrubs
- Accountable for ensuring all irrigation systems are properly working
- Able to operate a skid loader (with a variety of attachments), articulator, back hoe, mini excavator, and rotational tiller

Land Maintenance Worker**July 2011 – June 2013***Columbia Association, Open Space Department*

- Responsible for the up keep of property owned by the Columbia Association
- Assisted in monthly inspections of maintenance equipment to ensure safety standards were maintained

Operations Supervisor**August 2010 – April 2011***Brunswick Corporation, Normandy Location*

- Responsible for cash handling procedures, including payment receipts, deposits and payment delinquencies follow ups
- Overlooked lane utilization to account for all parties, leagues, rentals, and open play
- Ensured staff were providing the best customer service possible
- Assisted in scheduling and managing twenty employees

General Manager of the Columbia Swim Center**September 2007 – June 2010***Columbia Association, Aquatics Department*

- Tracked and processed multiple purchase orders, vendor payments and project costs
- Responsible for the receipt, tracking, deposits, and control of payments
- Processed payroll for up to 350 team members bi-weekly for the entire Aquatics Department
- Scheduled and supervised fifty part-time team members

VOLUNTEER SERVICE**AmeriCorp****September 2005 - February 2006***National Civilian Community Corp (NCCC)*

- Responded to two natural disasters (Hurricane Katrina and Hurricane Rita)
- Completed work based on project needs, including community outreach, development of emergency plans, tutoring students, cleaning up streams
- Worked with a team to complete all projects and tasks