

BOYCE BETHKE

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Results proven Facilities Management professional who has extensive knowledge of delivering top class facility management services and a proven track record of managing workplace environments. With 20+ years of career successes and the ability to work with a widely diverse staff in multiple locations.

SKILLS

- Excellent Communicator
- Contractor Management
- Budget Planning
- BAS Operator
- Parts Management
- Vendor Management
- Microsoft Suite Proficient
- Relationship Building
- Excellent troubleshooter
- Contracts & Negotiations
- CPR/AED/1st Aid Certified
- CMMS User

EXPERIENCE

University of Wisconsin Foundation – Madison WI..... 1997-Present

FACILITIES MANAGER

Successfully manage the UW Foundation's facilities through growth from one location to four. Facilitated two major office remodel projects, working with design teams, contractors, installers and building inspectors to ensure deadlines were met and the remodel stayed on budget and on schedule. Manage all facility contractors, ensuring their work is complete and meets company standards. Responsible for the purchase, maintenance, and repair of company fleet vehicles. Propose and specify mechanical upgrades, focusing on energy efficiency, ease of maintenance and life cycle. Controlling maintenance and facilities spend in line with budgeted levels. Reporting to senior managers on budgets and resources. Respond to all facility emergencies, ensuring that the facility and the company are protected from any additional loss, and ensuring that the buildings meet the strictest health and safety requirements for staff.

PROJECTS

- Implemented a Photo ID Security System as the Foundation grew into PCI Compliance
- Coordinated the installation of video security in two locations
- Supervised the upgrade of DX cooling system to multistage scroll chillers and a dry cooler
- Managed heating system upgrade, moving from 8 single stage boilers to 2 variable-fire units
- Enacted an Emergency Action Plan covering all buildings
- Served as Facilities Representative for the Disaster Recovery Plan Team
- Member of the Safety Committee

W.W. GRAINGER, INC – Madison, WI 1996-1997

COUNTER SALES

Provided outstanding customer service via walk-in and telephone orders. Assisted customers with problem solving and product selection. Provided significant sales leads to outside sales representatives. Stocked displays in showroom, processed purchase orders, received inventory and stocked warehouse shelves.

- Member of QPC (quality planning committee)
- Performed facility maintenance as requested
- Shipped 65+ packages per day

NORTH FARM COOPERATIVE – Madison, WI 1991-1996

MAINTENANCE COORDINATOR, WAREHOUSE ASSISTANT

Responsibilities included all maintenance (Electrical, HVAC, Plumbing, Mechanical). Specifying and bidding building services including snow removal, trash removal, pest control and recycling. Purchasing and sourcing warehouse supplies. Coordinated the Health, Commerce and OSHA inspections. Point person for key projects including security upgrades, warehouse expansion and efficiency improvements. Responsible for tool crib and parts inventories. Assisted Operations Manager with budget development, equipment purchases and upgrades. Scheduling and tracking employee evaluations. Emergency backup delivery truck driver.

- Staff forklift trainer
- Emergency on-call (equipment breakdowns, security, and temperature alarms)
- Safety committee chair

MILITARY EXPERIENCE

HEADQUARTERS COMPANY 2nd BATTALION 127TH INFANTRY – Appleton, WI..... 1996-2004

HEADQUARTERS COMPANY EXECUTIVE OFFICER / 1st LIEUTENANT

- Prepare monthly training reports for Company Commander
- Assume lead in Commander's absence
- Developed and implemented a Company level maintenance plan

DELTA COMPANY 2/127TH INFANTRY (MECH) – Oconomowoc/Watertown, WI..... 1992-1995

INFANTRY PLATOON LEADER / 1st LIEUTENANT

- Responsible for all phases of training for 27-person infantry Platoon
- Trained teams to work as squads and squads to work as a Platoon
- Evaluated training effectiveness

ALPHA COMPANY 2/128TH INFANTRY (TLAT) – Oconomowoc, WI..... 1989-1992

ANTI-ARMOR PLATOON LEADER / 2nd LIEUTENANT

- Planned, executed, and evaluated the training of a 16-member anti-armor Platoon
- Developed and implemented maintenance plan for anti-armor equipment
- Supervised live fire training ranges for entire 120-member Company

EDUCATION AND TRAINING

CONCORDIA UNIVERSITY, MADISON, WI..... 2008

BA MANAGEMENT AND COMMUNICATIONS

- Certified Building Operator Level II
- UW Whitewater – 84 of 120 credits earned towards Occupational Safety degree/Military Science minor
- US Army Infantry Officer Basic Course
- WIARNG Pre-Command Course
- College of Customer Contact – W.W. Grainger
- CPR/AED/FIRST AID CERTIFIED

PROFESSIONAL/PERSONAL

CAPITOL K9s – Madison, WI 2011-Present

BOARD MEMBER, PAST PRESIDENT

- Accomplished Woodworker
- Breeder of Champion AKC Labrador Retrievers