

Richard C. Norton

<p><u>Education</u></p>	<p>BBS-Business Management MBA-Post graduate, 15 hours</p> <p>AAS-Heating, Air Conditioning, and Refrigeration</p>	<p>Wayland Baptist University Plainview, TX</p> <p>Lamar University Beaumont, TX</p>
<p><u>Work Experience</u></p> <p>2007-Present</p> <p>1993-2007</p> <p>1987-1993</p> <p>1984-1987</p> <p>1982—1984</p> <p>1970-1982</p>	<p><u>Assistant Vice President of Physical Plant Administration</u></p> <ul style="list-style-type: none"> • Oversight of construction and planning, utilities, maintenance operations, and water/waste water operations • Assist in the development and structure of campus master plan, including projects, priorities, and supervision and maintenance • Provide leadership to managers/directors and coordinate efforts of managing and directing craftsmen and workmen <p><u>Director of Physical Plant Operations</u></p> <ul style="list-style-type: none"> • Computerized physical plant operations departments • Computerized (TMA) work order program for physical plant • Initiated indoor quality program at University • Maintain elevator (29 cabs) program for WTAMU with State • Coordinate, develop agendas, and provide training for safety committee • Supervise construction and remodeling (in-house employees) • Campus Energy Management upgrade with Johnson Controls <p><u>Director of Operations</u> National Medical Enterprises (NME)</p> <ul style="list-style-type: none"> • Supervised daily operations of two 110-120 bed hospitals • Developed policy and procedure according to NHJC requirements • Facilitated safety committee for physical plant <p><u>Operations Engineer</u> First Texas Medical Hospitals</p> <ul style="list-style-type: none"> • Maintained hospital HVAC • Supervised and coordinated safety committee <p><u>Sales and Service Manager</u> Millard Heath and Co.</p> <ul style="list-style-type: none"> • Supervised sales and service (30 member staff) • Engineered /sold residential, commercial, and industrial HVAC systems <p><u>Operations Engineer (Crude Fractionating Unit)</u></p> <ul style="list-style-type: none"> • Operations for 125,000 BPD 	<p>Prairie View A&M University (PVAMU) Prairie View, TX</p> <p>West Texas A&M University (WTAMU) Canyon, TX</p> <p>Amarillo, TX Denton, TX</p> <p>Denton, TX Lewisville, TX</p> <p>Denton, TX</p> <p>Port Arthur, TX</p>
<p><u>Professional Training</u></p>	<p>Computer Technology</p> <ul style="list-style-type: none"> • <i>Metasys</i> Energy Management System-System Administrator • TMA Computerized maintenance program for Physical Plant-System Administrator • Microsoft Office, Excel, Word, PowerPoint <p>Certified Alternative Dispute (Conflict) Resolution Mediator Air Conditioning, heating and Refrigeration License (1983-Present) TACLB 004981C</p>	<p>Johnson Controls TAMU System</p> <p>TAMU System TACLB</p>
<p><u>Professional Organizations</u></p>	<p>Association of Physical Plant Administrators (APPA) Texas Association of Physical Plant Administrators (TAPPA) Central Association of Physical Plant Administrators (CAPPA)</p>	
<p><u>Civic Organizations</u></p>	<p>Court Appointed Special Advocate (CASA) Masonic Lodge #270 Khiva Shrine Temple/Khiva Motorcycle Escort</p>	<p>Pilot Point, TX Amarillo, TX</p>

