

James Eric Hucks, CPSI

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Skills/Capabilities Profile:

Dependable	Resourceful	Trust Worthy
Hard Worker	Quick Learner	Creative

Education:

Georgetown University Civil Engineering GPA: 3.2	Washington, DC	May 2009
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Relevant Experience:

City of New Bern (Parks & Recreation) <i>Building and Grounds Maintenance Superintendent</i>	New Bern, NC	December 2018 – Current
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- Supervises and participates, as needed, in the installation, maintenance, and repair for all aspects of city buildings and facilities
- Plans and implements construction, renovations, repair and routine building maintenance
- Estimates costs and prepares bid specifications
- Orders necessary materials and supplies
- Assists in the preparation of the division budget and monitors expenditures
- Assists with hiring and supervising maintenance workers

City of Conway (Parks & Recreation) <i>Project Manager</i>	Conway, SC	August 2013 – December 2018
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- Supervised maintenance workers and custodians
- Conducted maintenance, renovations, and upkeep of all parks and recreation properties
- Managed a 50-acre recreation complex turf maintenance plan and schedule
- Constructed all new athletic fields, parks, and playground structures.
 - 3.5-acre park: Conway Sherwood Park phase 2, took 3 months to complete
 - Billy Gardner Recreation Complex Football field, took 3 weeks to complete
 - Billy Gardner Recreation Complex: 4 baseball fields refurbished with new irrigation design and installations
 - Two 200 ft fields and two 300 ft fields – took 1 month to complete
 - 237-acre park: Waccamaw River Park – construction took 6 months to complete
 - 2-acre park: Conway Dog Park – construction took 2 months
 - 1.5-acre park: Marina Point Park – construction took 1 month
- Estimated projects for capital expenditure budgets
- Oversaw installation of Celebration of Lights displays and lights
- Designed and constructed all light fixtures and displays for Celebration of Lights
 - Construction took 2 months

Poseidon Service <i>Owner/Operator</i>	Brittons Neck, SC	February 2009 – June 2013
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- Operated swimming pool services
- Designed and built swimming pools

Diamond Builders**Myrtle Beach, SC****September 2005 – February 2010***Service Manager/Equipment Operator*

- Supervised construction employees and service techs
- Constructed swimming pools, fountains, and hotel amenities
- Operates heavy equipment daily to aid in construction duties.

Certification/Special Training:

CPSI

Expired Certification Date: 12/1/21

Crowd Manager Training

Expired Certification Date: 12/26/21

FEMA - Introduction to Incident Command System, ICS-100

11/5/19

FEMA – Introduction to Incident Command System, ICS-200

1/6/20

Membership:

Member, SCRPA

January 2017-2018

Member, NCRPA

January 2019-Current

Member, NRPA

January 2019 - Current