

# NICHOLAS ANTANAVICA

## SUMMARY

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Seasoned Project Manager and certified building official with more than 20 years of commercial, industrial, municipal and residential construction management experience. Hands-on with previous positions which include Building Commissioner, Project Engineer and Estimator. Highly skilled in all project phases, including pre-construction or development. Successfully managed multiple diverse projects, ranging from commercial offices, waste containment structures and industrial product transfer facilities. Proactive leader skilled in managing and inspiring the project team to provide value to the client by delivering quality projects on time and within budget.

## CERTIFICATIONS

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MA Certified Inspector of Buildings/Building Commissioner BO-1891  
MA Construction Supervisor CS-084808  
OSHA 30  
LEED A.P.

## EXPERIENCE

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SEPT. 2015 -  
PRESENT

### PROJECT MANAGER

R.H. White Construction Inc, Auburn, MA

- Managed multiple projects with budgets ranging from \$100K to \$5 million to on time completion and above bid profit
- Experience with different types of projects and billing including lump sum, GMP, time and material and design build
- Strong focus on customer relationships developing multiple first-time clients into repeat multi-million-dollar accounts
- Responsible for developing and managing project safety plans, budgets and schedules for projects in the commercial, pharmaceutical and industrial industries
- Negotiated contracts with clients, subcontractors, and material vendors regarding scope of work, contract amount, payment terms, schedule and other areas where differing contract language was requested
- Development and implementation of project safety plans has led to acknowledgements of the project's safety from customers on multiple projects
- Setup and maintained project logs for submittals, change orders, material orders, subcontractors and critical project events to develop and provide continuous and accurate project details to clients
- Generate and present monthly project updates on overall project development, financials and schedules to company officers
- Create and present project reviews to company management teams at various stages of projects to provide project updates and receive peer feedback
- Involved with several company special project groups to help develop internal processes and methods of subcontract development, purchase orders, estimate reviews and "Project Managers Manual"

JULY 2012 – AUG  
2015

BUILDING COMMISSIONER/ZONING AND ADA ENFORCEMENT OFFICER  
Town of Auburn, Auburn, MA

- Developed and wrote department budgets and annual reports for town manager and Board of Selectmen
- Instituted an atmosphere and culture that required and provided a high level of customer service to both residence and business owners.
- Increased department revenues by more than 15% by increasing department efficiency and proposing an updated fee schedule that was presented to and accepted by the Board of Selectmen after conducting and writing a detailed fee analysis.
- Managed, supervised and performed all commercial and residential application, plan reviews and inspections for all projects totaling \$55,000,000 - \$30,000,000 in construction cost annually.
- Hired and trained assistant inspectors
- Supervised Building Department staff; Assistant Building Inspector, Plumbing Inspector, Wiring Inspector and Weights and Measures Inspector and administrative assistants.
- Performed all State required 110 safety inspections
- Made and issued written determinations for all Zoning Bylaw interpretation requests for commercial and residential projects.
- Provided Zoning Board of Appeals with information regarding zoning interpretations and clarification of the Zoning Bylaws at all ZBA meetings.
- Coordinated with Town residence, business owners and contractors to submit proper building permit applications, zoning applications and zoning interpretation requests to more efficiently navigate their way through the construction and inspection process.
- Wrote and issued code enforcement letters and attended District Housing Court hearings when necessary to achieve building code and local bylaw compliance.
- Provided assistance to the Fire and Police Departments during emergency situations.
- A member of Auburn's Local Emergency Management Planning Committee and School Safety Committee
- Worked to establish a customer service survey to allow residence, business owners and contractors to comment on their Building Division and Zoning Board experiences to determine where and how the department can improve its services to the community.

JULY 2014 – JULY  
2015

INSPECTOR OF BUILDINGS/ZONING ENFORCEMENT OFFICER  
Town of Northborough, Northborough, MA

- Developed and wrote department budgets and annual reports for town administrator and Board of Selectmen.
- Managed, supervised and performed all commercial and residential application, plan reviews and inspections for all projects totaling \$46,000,000 - \$25,000,000 in construction cost annually.
- Supervised Building Department staff; Assistant Building Inspector, Plumbing Inspector, Wiring Inspector and office administrative assistants to provide the expected high level of customer service to residents and business owners.
- Performed all State required 110 safety inspections.
- Made and issued written determinations for all Zoning Bylaw interpretation requests for commercial and residential projects.
- Provided Zoning Board of Appeals with information regarding zoning interpretations and clarification of the Zoning Bylaws at all ZBA meetings.

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[REDACTED] – PHONE: [REDACTED]

- Coordinated with Town residence, business owners and contractors to submit proper building permit applications, zoning applications and zoning interpretation requests to more efficiently navigate their way through the construction and inspection process.
- Issued code enforcement letters and attend District Housing Court hearings when necessary to achieve building code and local bylaw compliance.
- Provided assistance to the Fire and Police Departments during emergency situations.

MARCH 2010 – JULY  
2012

#### ENGINEER

Coyle Engineering Inc, Leicester, MA

- Prepared project proposals and budgets.
- Coordinate project meetings and discuss projects and design concepts with clients.
- Presented projects in front of town and city Planning Boards and Conservation Commissions for project reviews and approvals.
- Produced complete land development design documents and storm water management reports used for zoning, land development, subdivision, conservation commission, DEP, Army Corp of Engineers, municipal recording and utility approvals and permits.

JUNE 2002 – JULY  
2014

#### OWNER

Anton and Sons Inc, Worcester, MA

- Managed a small family owned business providing General Contracting construction, snow plowing and landscaping services.
- Wrote proposals and construction estimates for prospective residential and commercial clients.
- Increased revenues by negotiating pricing and fees with clients and vendors for services
- Handled all project billing coordination; reviewing budgets, producing invoices and coordinating with clients for payment in amounts totaling \$350,000.
- Made employment decisions and managing crews up to 20 people on various projects.
- Managed sub-contractors for all projects
- Coordinated scheduling of municipal inspections for each phase of construction
- Obtained municipal permits, construction approvals and occupancy certificates during and at completion of projects

MAY 2008 – MAY  
2009

#### SENIOR DESIGN ENGINEER

CMX Engineering, Lansdale, PA

- Managed projects from initial concept sketch phase to construction completion and receipt of building occupancy permit.
- Prepared project proposals and budgets, detailed zoning ordinance and SALDO reviews, coordinating with clients and municipalities to produce project layouts that meet both client and municipal expectations and requirements
- Produced project specifications for utilization by contractors for project bidding and construction.
- Coordinated, reviewed and approved monthly project billing statements.
- Produced complete land development design documents and storm water management reports used for zoning, land development, subdivision, conservation district, PA DOT, municipal recording and utility approvals and permits.
- Coordinated project erosion and sediment control and NPDES packages. Including producing plans, completing applications and meeting with county conservation districts.

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- Mentored new engineers in project coordination, design methods and engineering programs.

APRIL 2004 – MAY  
2008

#### DESIGN ENGINEER

Bohler Engineering, Center Valley/Chalfont, PA

- Managed projects from initial concept sketch phase to construction completion and receipt of building occupancy permit.
- Prepared project proposals and budgets, detailed zoning ordinance and SALDO reviews, coordinating with clients and municipalities to produce project layouts that meet both client and municipal expectations and requirements
- Coordinated and reviewed monthly project billing statements totaling \$100,000 to \$200,000.
- Produced complete land development design documents and storm water management reports used for zoning, land development, subdivision, conservation district, PA DOT, municipal recording and utility approvals and permits.
- Provided testimony in front of numerous municipal Board of Supervisors, Planning Commissions and Zoning Boards for project approvals in Pennsylvania and Delaware.
- Coordinated project erosion and sediment control and NPDES packages. Including producing plans, completing applications and meeting with county conservation districts in PA, MD and DE for E&S/NPDES permits and approvals.
- Coordinated project Department of Transportation Highway Occupancy Permits for driveways, road widening improvements, intersection improvements and utility approvals. Permit approvals received from PennDOT Districts 5 and 6. Permits received from Delaware Department of Transportation for projects in Newark, New Castle County and Dover.
- Please ask for a list of completed projects and locations for review.

SEPT. 1999 – JUNE  
2002

#### PROJECT ENGINEER

Robison Construction Inc. Sumner, WA

- Responsible for creating and maintaining construction schedules for projects including WashDOT road improvements, highway improvements and waterway dam improvements
- Responsible for managing construction crews and project sub-contractors
- Responsible for project document control - reviewing, submitting and maintaining project specification submittals, purchase orders and change order logs
- Created and implemented solutions for unforeseen conflicts arising during construction due to unknown conditions

#### EDUCATION

JUNE 2001

#### DREXEL UNIVERSITY

Philadelphia, PA

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Architectural Engineering

#### COMPUTER PROGRAMS

Hydraflow 9.0	Stormcad 5.5	AutoCAD	Pond Pack	Munis
Microsoft Office	VTPUSM	HEC-RAS	StormCad	GeoTMS
Primavera	Timberline	COINs	Ariba	Adobe

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