



New Club dba Cobblestone Creek Job Description

Job Title: Director of Facilities & Equipment

Summary: The Director of Facilities & Equipment is responsible for and supervises the maintenance, care, and efficient operation of all equipment and facilities used by the organization (Excluding the Golf Course).

Duties and Responsibilities:

- Reports to the GM/COO to keep informed on all facility and equipment updates
- Responsible for overseeing facilities operations, managing facilities budgets, directing routine maintenance, responding to emergencies in a timely fashion, mitigates risk, managing contractors, overseeing security, and conducting site inspections
- Ensures the facility complies with relevant laws, regulations, & safety standards
- Works in conjunction with the Golf Course Superintendent for the Maintenance Building
- Will help establish and maintain a 1–5-year maintenance, repair & capital improvements plan of the buildings
- Consults with the General Manager and Architectural standards and house committee for budget approvals and endorsement of major projects
- Conducts daily facilities walkabouts and specific site inspections on an as needed basis
- Performs miscellaneous custodial work as needed
- Schedules all inspections including fire inspections, hood maintenance/cleaning, HVAC, etc.
- Troubleshoots mechanical issues in company equipment and makes appropriate repairs
- Maintains records of all inspections
- Attends leadership meetings and other pertinent meetings
- Collaborates and communicates with other departments to determine the best course of action for required tasks
- Performs the opening and closing of the pool and Cobblestone house
- Orders supplies

Required Knowledge, Skills and Abilities

- Understanding of laws and regulations with the willingness to keep up with changes
- Familiarity with construction, architecture, and various systems, such as HVAC and electrical
- Project management experience
- Budgeting experience and strong math skills
- Written and verbal communication skills

- Comprehension skill- ability to understand written direction in manuals and on manufacturers websites
- Problem-solving and organizational skills
- Leadership and interpersonal skills
- Ability to read and interpret blueprints
- Demonstrates skill with power tools.
- Possesses the physical strength necessary to lift and move heavy equipment.
- Demonstrates basic working knowledge of IT and computer systems.
- Is capable of adapting repair skills and mechanical knowledge to a wide range of different requests.
- Has a valid driver's license.
- Demonstrates ability to operate mechanical and landscaping equipment.
- Can respond quickly and calmly to emergency requests.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, stoop/kneel, crouch/crawl, use hands, reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 100 pounds. Keen ability to use senses such as sight, hearing, and taste, with or without reasonable accommodation, is required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather). The employee is frequently exposed to work near moving mechanical parts, extreme cold (non-weather), and extreme heat (non-weather).

The noise level in the work environment is usually moderate.

Education/Experience:

- High school diploma or GED
- Technical Schooling or associate degree in related field preferred
- Experience in maintenance field or mechanical repair work

Certificates and Licenses:

- CHTP: Certified Hospitality Technology Professional — Recommended
- Certified Facility Manager- Recommended
- HVAC Certification- Preferred
- Certified Electrical Safety Compliance Professional- Preferred
- Certified Pool Operator- Preferred