



FRENCHMAN'S CREEK JOB DESCRIPTION

Job Title: Facilities Director
Department: Engineering
Reports To: General Manager
FLSA Status: Exempt

Facilities Director

Related Titles: Director of Facilities

Reports to: General Manager

Supervises: The Engineering Staff/Department

Classification:

Education and/or Experience

- Two-year degree in related field with continuing education in Mechanical Engineering, Architectural Engineering, HVAC, plumbing or related field, Electrical and (BAS) Building Automation Systems.
- 10 years progressive experience as an Engineer, Maintenance Professional or related position.
 - Supervisory experience a plus.
- Professional experience in civil engineering and landscape design preferred.
- Professional experience in site planning, layout, grading and storm water management.
- Proficiency in Computer-Aided Design (CAD).

Job Knowledge, Core Competencies and Expectations

- Mechanically inclined with all-around knowledge of mechanical systems, plumbing, electrical and refrigeration. Hands-on capabilities for repairs.
- Organizational abilities to coordinate club projects and renovations. Understanding of energy management and related systems.
- Demonstrated ability to manage multi-discipline projects and utilize technical support staff.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; Skilled in following safety practices and recognizing hazards.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary (Essential Functions)

- Manages a comprehensive facilities maintenance program to main the quality of all club facilities (excluding the golf course and tennis courts) in accordance with sound



engineering practices. Oversees day-to-day operations of department and personnel; directs service calls; repairs, alters and installs work according to developed or pre-set guidelines; troubleshoots malfunctions; and responds to service calls.

Job Tasks/Duties

- Responsible for maintenance of clubhouse, administrative offices, gates, halfway house and surroundings.
- Maintenance, repair and installation of lighting in clubhouse and surrounding parking lot, trees, walkways, footer lights, mailboxes and all streetlights.
- Troubleshoots malfunctions and responds to service calls.
- Prepares annual budgeting of repair and maintenance, energy and capital expenditures.
- Maintains and updates separate five-year maintenance and capital improvement plans for all building (exterior and interior).
- Plans, implements and administers the energy management and preventive maintenance programs.
- Administers and directs all major and minor repairs and improvements. Procures bids and contracts required for all improvements. Coordinates in-house retrofit and cosmetic improvement program as directed by management.
- Supervises the purchasing of all goods and materials; initiates purchase orders for physical plant and facilities maintenance supplies, machinery, equipment, parts and services, as required.
- Maintains and monitors fire, phone, data, music, cable and TV systems for all facilities.
- Conducts daily facilities walkabouts and specific site inspection on an as-needed basis.
- Assists in preparing all necessary reports required by the city and county concerning safety, health and fire and provides for the renewal of all permits and licenses.
- Maintains work order database on a daily basis; trains and schedules staff.
- Consults with the General Manager and architectural standards and infrastructure committees for budget approvals and endorsement of major projects.
- Effectively coaches and mentors' employees; proactively supports employee involvement and development; counsels' employees on performance standards; and conducts timely performance reviews.
- Responsible for maintaining a clean and safe working environment with continual emphasis on promoting employee health and safety. Assists in training colleagues in proper safety techniques.

Licenses and Special Requirements

- HVAC, Swimming Pool Certification, and BAS

Physical Demands and Work Environment

- Regularly exposed to moving mechanical parts and outside weather conditions.
- Frequently exposed to fumes or airborne particles and toxic or caustic chemicals.



- Occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.
- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping and pulling.
- Frequent repetitive motions.
- Continuous standing and walking.