



THE BEAR'S CLUB

South Florida private golf club is seeking a Director of Facilities. Founded by Jack and Barbara Nicklaus, The Bear's Club is a private, highly exclusive golf club in Jupiter, Florida. The Club consists of an 18-hole Jack Nicklaus Signature course, a 9-hole Par 3 course and state-of-the-art short game and practice facility. The clubhouse is beautifully decorated in Tuscan design and sits on 350 acres of natural preserve. The Club has 325 members and approximately 100 employees. It is governed by a Board of Governors, and Jack Nicklaus is Chairman of the Board. The position will report directly to the Director of Operations.

Essential Duties and Responsibilities

The Director of Facilities position entails:

- Responsible for the maintenance, upkeep and cleanliness of the Club facility according to the quality standards set forth by The Bear's Club.
- Develop, monitor and execute the Engineering Department Business Plan and Budget to achieve desired results.
- Carry out, supervise or coordinate, through outside contractors, to make general repairs in all areas of building and facility areas as necessary: HVAC, electric, plumbing, FF&E, carpentry, etc.
- Establish ongoing maintenance contracts for applicable equipment.
- Manage the Maintenance and Housekeeping Departments to ensure daily, weekly, and periodic cleaning and upkeep is done to The Bear's Club quality standards.
- Responsible for ordering all necessary maintenance and housekeeping supplies.
- Hold daily line-ups to ensure proper appearance and daily work items are in place.
- Do weekly walk-thrus of all areas to identify maintenance and housekeeping needs.
- Implement maintenance request system with all departments.
- Responsible for the safety and Hurricane Plan for The Bear's Club to ensure there is an employee training program in place.
- Work with the Director of Operations to prioritize maintenance issues.
- Develop an annual projects list.
- Responsible for the preventive maintenance and energy programs.
- Work with all departments to ensure proper ongoing maintenance and procedures are in place.
- With the Director of Operations, responsible for the proper operation of club suites and cottages.
- Abide and adhere to the Employee Handbook.

Additional Information:

- The position is full-time, year-round
- 401(k) and health benefits
- Clothing allowance
- Normal Department Head benefits
- Compensation: Commensurate with experience

Submit your resume to:

kgibson@thebearsclub.com or fax to (561) 626-1123, Attention Kathy Gibson.