

COLORADO GOLF CLUB

Facilities Manager

FACILITIES MANAGER AT COLORADO GOLF CLUB

Colorado Golf Club is seeking a Facilities Manager (FM) who will be a strong, detail-oriented leader possessing the passion for their craft. The FM, by credentials, reputation, and performance, will partner with fellow team members to advance the club's strategic initiatives - member experience, fiscal responsibilities, and CGC culture.

POSITION SUMMARY:

The FM is responsible for the overall maintenance and strategic planning of the club's buildings, common grounds, cottages, pool complex and other amenities. Manage day-to-day operations of department and personnel; directs service calls; repairs, develops or troubleshoot malfunctions; and responds to service calls. Carry out, supervise or coordinate all club repairs and general maintenance needed for equipment, furniture, masonry, building structures and utilities. FM will work closely with the Assistant General Manager and General Manager.

- Extremely organized and detail oriented, with great observational skills
- A proactive, results driven manager
- An excellent communicator via both written and verbal skills
- An inspirational Team leader
- A strong delegator and mentor
- An open and responsive Team member
- Loyal and trustworthy with uncompromising integrity

Job Knowledge, Core Competencies and Expectations

- Mechanically inclined with all-around knowledge of mechanical systems, plumbing, electrical and refrigeration. Hands-on capabilities for repairs with evidence of such capabilities
- Organizational abilities to coordinate club projects and renovations
- Demonstrates the ability to manage multi-discipline projects
- Ability to develop and maintain awareness of occupational hazards and safety precautions; Skilled in following safety practices and recognizing hazards.

Job Tasks & Duties

- Plans, budgets, implements, and administers 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, music, cable, and TV systems for all facilities.
- Conducts daily facilities walkabouts and specific site inspection on an as-needed basis.
- Maintains work order database daily, trains and schedules staff.
- Effectively coaches and mentors' employees; proactively supports employee involvement and development; counsel's 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.
- Coordinates the servicing and repairing of systems for lighting, heating, ventilating, fire, drainage, plumbing, electrical, painting, and related maintenance activities.
- Monitors all work done by outside contractors and communicates the status of each project to the Assistant General Manager and General Manager.
- Maintains accurate maintenance and repair records of equipment and machinery.
- Hires, supervises, schedules, trains, and evaluates Repair and Maintenance Mechanics, Plumbers, Electricians, and Custodial Staff.
- Supervises the maintenance of common areas, swimming pool water, swimming pool (CPO Certification) and other recreational areas.
- Issues supplies and equipment to employees.
- Collects maintenance work orders from department heads.
- Maintains inventory of cleaning, maintenance, repair, and related supplies.
- Perform other duties as assigned by the Clubhouse Manager and/or General Manager.

CANDIDATE PREFERRED EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree in related discipline preferred

- Minimum of 5 years' experience in facilities management position
- Able to read and understand complex electrical, mechanical and automation systems
- HVAC certification (EPA certified and Commercial HVAC certified)
- Demonstrate leadership skills
- Impeccable verbal and written communication skills
- Excellent project management skills
- Complete understanding of OSHA requirements
- Housekeeping organizational skills
- Pool and aquatics facility understanding and protocol (CPO Certification required)
- Work effectively with the club's committees, Clubhouse Manager and General Manager
- All candidates must be legal to work in the United States

SALARY AND BENEFITS

Salary is open and commensurate with qualification and experience. The Club, along with the typical senior staff benefits, offers an excellent benefit package.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

RESUMES

Pease send resumes to:

Liam McAuley, Assistant General Manager

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