

Full-Time Facilities & Maintenance Director

Job Title: Facilities & Maintenance Director

Department: Engineering

Reports To: General Manager

Employment Status: Full Time

FLSA Status: Exempt

JOB SUMMARY:

For the first times in over 25 years, Westwood Country Club is looking to hire an experienced Facilities and Maintenance Director. The Facilities and Maintenance Director coordinates the installation, maintenance, and repair of the buildings and equipment on campus. The ideal candidate will be professional, knowledgeable, and possess team building, organizational, analytical, and communication skills to manage the Engineering Department. The Director is responsible for inspecting the completion of various assigned maintenance projects Monday through Friday and other times as necessary to cover on-call hours. The Director should work well under pressure and be able to meet deadlines.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Responsible for the daily and safe operations of the Engineering Department.
- Oversee the repair and replacement of equipment, systems, building structure and all facilities maintenance as required to ensure maximum productivity and efficiencies of the buildings and equipment.
- Ensure the maintenance, performance, condition, and reliability of all plumbing, mechanical, electrical, carpentry, roofing, tuck pointing, welding and fabrications, HVAC and automation equipment and systems including emergency generators, and critical life safety equipment through regular inspections and scheduled maintenance.
- Oversee the maintenance of the facility service/door locks and all other security hardware to ensure building safety and security.
- Prepare weekly maintenance schedules and allocate work as forecasted.
- Hire, train, and supervise engineering staff.
- Maintain the inventory and proper storage of all equipment.
- Ensure that all city, county, state, and federal regulations relating to the maintenance department are met.
- Regularly conduct safety inspection schedules to improve efficiency and/or reduce operating costs.
- Maintain communication and proper records with fire, building, and life-safety inspectors according to National Fire Protection Act and state authority.
- Order equipment and supplies for facility maintenance, as necessary.

REQUIRED SKILLS/ABILITY:

- Organizational skills and attention to detail.
- Communication, leadership, and interpersonal skills.
- Ability to manage, lead, and motivate engineering department.
- Knowledge of fire and sprinkler systems, security, and HVAC systems.
- Ability to manage and schedule onsite vendors and maintenance projects.

- Ability to assist in creating and managing departmental budget.
- Proficient computer skills including Microsoft Office, Word and Excel.

EDUCATION AND/OR EXPERIENCE:

- Two years of experience in facilities management experience for a large venue required.
- Experience building a team and communicating on all levels of an organization.
- Associate or bachelor's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- HVAC & Refrigeration Certification preferred.
- Electrical Systems Certification preferred.
- CPO Certification preferred.

COMPANY BENEFITS:

- Paid time off
- Health, dental, and vision insurance
- Life insurance
- Short-term and long-term disability insurance
- 401k match
- Paid professional membership and education
- Lunch provided during working hours
- Monday golf privileges-in season.
- Uniforms provided.

Starting pay is based on education and experience.

Direct inquiries to: Human Resources/Assistant Controller Mel Miller at 314-432-2315, ext. 239, or email at mmiller@westwood-cc.com or Don Harmon at donh@westwood-cc.com.