

Job Title: Assistant Facilities Director
Department: Facilities Management
Reports to: Facilities Director
Date: April 2018
Job Group: Exempt

Position Summary: The position is directly responsible for providing leadership and management direction of the facilities maintenance department and has oversight management responsibilities of the Environmental Services Department which includes Laundry and Housekeeping staff and managers. This position acts on the Facilities Director's behalf in his/her absence.

Essential Job Functions:

- Support and direct Maintenance Manager in daily activities.
- Support and direct Environmental Services Manager as needed.
- Oversight of the West Club contracted security.
- Direct all programs of exterior and interior maintenance, repair and upkeep of all Club facilities, building systems and utilities, including HVAC/mechanical/electrical/plumbing/telecommunications systems; parking, walkways and roadways; facilities equipment and vehicles; Club kitchen appliances and equipment.
- Direct preventative and corrective maintenance programs; energy conservation and recycling programs.
- Perform routine facility inspections and create work orders for the work to be completed.
- Routinely check on personnel in the evenings and weekends.
- Perform routine coding of invoices.
- Schedule outside vendors as needed for repairs.
- Maintain Facility Dude database as part of preventative maintenance program and work order system.
- Provide monthly safety training to the staff.
- Provide training and leadership for staff development.
- Maintain open communication to other departments as to the status of their requests.
- Develop and orient new staff and development of existing staff.
- Provide and update weekly scheduling of staff, assuring proper coverage of both shifts.
- Manages hiring and replacement of staff.
- Perform disciplinary actions and annual evaluation of staff with the Facilities Director.
- Approves purchasing of materials for the departments.
- Assures all safety items such as emergency generators, fire alarms, fire suppression systems, backflow preventers and fire extinguishers are maintained per code.
- Responsible to assure that all facilities are safe for all employees, members and guests.
- Assure all buildings are in compliance with building and fire codes.
- Assures compliance with OSHA safety standards and companywide safety policies are followed by staff.
- Assist the Facilities Director with managing construction projects.
- Create summer schedules of work and coordinate request from the House committee assuring projects are completed.
- Responsible for invoice coding and sign off of purchases assuring items purchased are for Club use only.
- Submit a justified capital expenditure plan each year to the Facilities Director.
- On call for after-hour emergencies as scheduled, as well as is part of the on-call for Hurricane Preparation Plan.

Other Duties & Responsibilities:

- Assist the department director in the operating budget development.
- Prepare and schedule large maintenance projects, coordinating staff needs and assure appropriation of materials are on hand. Review project with the Maintenance Manager
- Review all job descriptions annually and update them as needed.
- Prepares maintenance and repair schedules.
- Submit Capital purchase requests to the Facilities Director with explanation for approval.
- Responsible for working within the approved budget by properly managing staffing and predictive maintenance.
- Assure key system is properly maintained by the Maintenance Manager.
- Assure Maintenance Manager is maintaining proper inventory for the Club.
- May perform other assignments and duties, as area needs require.

Skills & Knowledge:

- Minimum 10 years prior experience in at least one of the following areas: facilities maintenance, electrical or refrigeration systems, including minimum 5 years in facilities management, with strong supervisory experience.
- Strong skills, knowledge and understanding of various areas of building maintenance, HVAC systems, electrical, plumbing, refrigeration, parking lot maintenance.
- Strong mechanical/maintenance trouble shooting skills.
- Excellent communication & interpersonal skills, with ability to read, write, speak, & understand English.
- Good computer skills and familiarity with MS Office Suite or similar as well as experience with maintenance software.
- Familiar with energy management systems.
- Strong knowledge and understanding of applicable OSHA, state and local regulations. Ability to interpret and apply Material Safety Data Sheets (MSDS).
- Strong and proven supervisory, leadership and organizational skills, with proven ability to lead and motivate staff through team building and empowerment, and to train staff.

Licensure/Certification/Education:

- Valid Florida driver's license, with satisfactory driving record.
- Certification or licensure in one of the following areas preferred: HVAC, electrical, plumbing, refrigeration.
- College Degree preferred but 10 years of supervisory level experience may be substituted.
- Prefer IFMA certification as an FMP or CFM.

Special Working Conditions:

- Must be able to climb stairs, ladders, and move up to 50 pounds, stoop, walk, sit and bend.
- Works primarily in varying environmental conditions, with exposure to extremes of heat and cold, dirt, heights, confined spaces, potential electrical and other hazards.
- Flexible work schedule, nights, weekends and holidays, as needed.