



5429 LBJ Freeway, Suite 400 · Dallas, Texas 75240



EXECUTIVE SEARCH

Position Title: Director of Facilities / Chief Engineer
Department: Administrative & General
Reports To: General Manager

Kūki'o Golf and Beach Club
Kona-Kohalo Coast on the Big Island of Hawaii
87 Queen Ka'ahumanu Hwy, Kailua-Kona, HI 96740

<https://www.kukio.com/>

POSITION OVERVIEW

Kūki'o Golf and Beach Club is a private, residential equity club located adjacent to the Four Seasons Hotel on the Kona-Kohala Coast on the Big Island of Hawaii. Club membership is exclusive only to residents of [Kukio](#), [Maniniowali](#), and sister property [Kaupulehu](#).

The Kūki'o Golf and Beach Club includes a full-service clubhouse, spa, and fitness facility, dining pavilion, beach bar, a Tom Fazio-designed 10-hole Short Course, and 18-Hole Tom Fazio-designed Championship Golf Course. Outdoor Pursuits Ocean Sports Program. Up mauka (mountain), nestled into the slopes of Hualalai Mountain, sits the Kūki'o Golf Clubhouse which includes an open-air bar, dining pavilion, full men's and women's locker rooms, and a golf shop.

The Golf and Beach Club is seeking a Director of Facilities / Chief Engineer with the education, training, and experience in all facets of building, property management, and maintenance. The Candidate must have a highly advanced level of expertise in HVAC, plumbing, electrical systems, carpentry, building (interiors and exteriors), safety training, and computerized maintenance systems (CMS). The new Director of Facilities / Chief Engineer will direct, support, and mentor all maintenance supervisors, engineers, and team members. In addition, the new Director of Facilities / Chief Engineer will be responsible for creating, implementing, and maintaining preventative maintenance schedules, annual financial budgets, vendor sourcing, contracting, and supervising third-party maintenance companies. The new Director of

Facilities / Chief Engineer must have a demonstrated history of maintaining high-quality advanced maintenance operations at a premier facility.

The overall mission, the objective, and primary focus of the Director of Facilities / Chief Engineer is to maintain all Club assets in premier quality operational condition, such as but not limited to - buildings, pools, member facilities, and utility systems (i.e., water, sewer, air-conditioning, refrigeration, electric, etc.) within the Club, and related areas. In addition, the Director of Facilities / Chief Engineer is directly responsible for team members' supervision, prioritization of repairs/replacement, and leadership. The new Director of Facilities / Chief Engineer will have a balanced history of successful team leadership, communication, a personal coach training leadership style, with a demonstrated history of achievement, and pride in their work. Past tenure in position is a key part of this hiring and selection process.

The Director of Facilities and Chief Engineer will always recognize the top priority of ensuring the safety of all members and employees. The engineering staff will provide prompt responses for support and service. All team members will be uniformed, trained and skilled, neat, courteous, professional, and knowledgeable.

The top goal of this position is to be the leader of the Engineering department's continuous maintenance and beautification initiative, enabling the Beach and Golf Club to be recognized as the premier private Club in Hawaii.

KŪKI'O GOLF AND BEACH CLUB BY THE NUMBERS

- Manages a total of - 85,000 Square Feet of the two main clubhouses, buildings, and related member areas
- Number of buildings: 8 (Beach Club, Golf Club, Mauka Facility, and Sports Complex, Kaupulehu Ocean Club, Security Entry Buildings, Receiving Building)
- Total membership 329 families with a total cap of 339
- Two - Tom Fazio Championship Golf Courses (10 holes, 18 holes)
- Resort Sports Complex with a swimming pool/water slide, food pavilion, tennis, pickleball, basketball, soccer field and gym
 - 6 - hard and soft surface Tennis Courts
 - 3 - Pickle Ball Court
- Beach Activities Center
- Number of staff supervised - 11 (10 Full time Engineers, 1 Administrative Assistant)
- Total of all Golf and Beach Club Employees: 450 + Employees Peak Season - 400 Full-Time Year-Round

ESSENTIAL RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

- Hire, Manage, develop, train, and coach the Engineering staff.
- Responsible for creating, implementing, and managing the preventative maintenance program throughout all buildings on club property.
- Establish all operating criteria for the engineering staff.

- Implement a preventive repair management program such as *Facility Dude* or other Club/building maintenance (CMS) software for all - *service requests, preventative maintenance, and useful life/ equipment inventory.*
- Responsible for establishing equipment preventive maintenance service schedules and maintenance logs for all mechanical and kitchen equipment throughout the entire club facility.
- Develop all opening and closing procedures for the Engineering staff.
- Establish service standards, response and priority, and ongoing training and equipment education for all Engineering staff. Specifically, develop and maintain an onboarding process for all new team members.
- Responsible for all purchasing and inventory of equipment, maintenance tools, and supplies.
- Oversee the design, purchase, and installation of all tools, equipment, and supplies for the Engineering department.
- Assist in developing all departmental budgets that involve building maintenance or remodel, recommendation of capital projects, and new equipment.
- Responsible for creating and managing the Engineering department's fiscal budget.
- Maintains all detailed reports of inspections on equipment and licenses (required records for property audits).
- Oversee all facilities construction projects, including scope, pricing, implementation, and finishing.
- Serve as primary contact for fire, flood, and major emergencies, including the oversight of the storm preparation process.
- Organizes and manages the Club safety and OSHA training programs.
- Manage the utilization of power and other utilities to achieve cost-efficient operations.
- Responsible for after-hours response; back up for callouts by other on-call staff.
- Maintain proper business communication with internal clients, vendors, and contractors.
- Manages the weekly scheduling of all Engineering employees and contract service providers.
- Interview, hire, onboard, and train - all prospective Engineering employees and supervisory staff.
- Handle personnel problems as these arise in the Engineering department.
- Handle member problems, issues, or complaints as professionally as possible and refer concerns to the General Manager for discussion.
- Write and deliver annual performance reviews.
- Responsible for all Engineering department's inventories, costs, and supplies. Must always maintain an adequate amount of service supplies at the Club. As a destination Club, this is critical for staff and repair efficiency.
- Conduct weekly meetings with Engineers and Supervisory staff for organization, future planning, and ongoing service and safety training. Also, to include all significant events and member functions that require engineering services.
- Attend and contribute to all operational and Executive Leadership weekly staff meetings.
- Complete daily, weekly, and monthly reports as required.
- Support the Club Rules and Kūki ò Āelike manuals.

- Work with other department Managers on projects requiring coordination with Engineering.
- Coordinate with management on any community relations endeavors.
- Assist with any special projects as assigned by the General Manager.
- Communicate daily with the General Manager to ensure a coordinated effort to provide a year-round quality clubhouse experience for members and guests.
- Proactively monitor member services to ensure standards of operation constantly meet or exceed the established guidelines.
- Effectively communicate and coordinate operational activities with key relationships in all areas of the Club.
- Coordinates development of all operating and capital budgets according to the budget calendar; monitors operating results monthly and takes effective corrective action when necessary. Keeps the General Manager up to date and communicates on all significant projects and expenditures.
- Analyzes related maintenance and capital financial statements, manage project cash flows, and establishes safeguards to maintain the fiscal plan and safeguard funds. Review budget results consistently to achieve assigned goals and protect the budget and financial plan. Takes initiatives to recommend corrective action monthly with the Controller and the General Manager when required.
- Assist the General Manager and report the use of the facilities not in compliance with the established Club rules and regulations.
- Inspect facilities and operational outlets daily before opening and closing to ascertain any maintenance, repairs, or additional needs.
- The new Director of Facilities / Chief Engineer will be responsible for developing and overseeing all fire emergency procedures, training drills, and record-keeping with the Security Manager.

Additional vital areas requiring daily review and control:

Club Facilities:

- General repair and maintenance of all Club assets and buildings.
- Regular - scheduled preventive maintenance of all kitchen equipment.
- Regular - scheduled preventative maintenance of the Safari Roof structure.
- Regularly scheduled preventive maintenance of all HVAC systems and refrigerators.
- Regular - preventive maintenance of all spa equipment, saunas, workout machines, and equipment to ensure the highest operational standards.
- Regular - scheduled preventive maintenance of all on-course comfort stations, the Tennis Pavilion, and other operating member outlets.
- Nightly torch lighting and control of usage to ensure energy maximization and efficiency.
- Daily complete pool cleaning and maintenance of the pool and Locker room areas.
- Maintain full update and organization of *Master key control system, locking procedures, and security video and alarm systems.*

- Banquet set/up break-down - The absence of a formal stewarding and banquet set-up department will require, at times, the need for Engineering team to assist in the set-up and break-down of catered functions. This includes but is not limited to - electrical systems, stage, scoreboards, music and sound systems, torches, tables, chairs, grills, and cooking stations as directed.

EDUCATION, EXPERIENCE, AND ADDITIONAL QUALIFICATIONS

- High School Diploma or equivalent, minimum
- 2- 4 year - Associates or bachelor's college degree, or journeyman's certification or relevant professional certification, a plus
- 5-10 + years of Engineering supervisory experience. A minimum of 3 out of the five years of experience at - Clubs / Resort / Hotel - preferred
- Systems Maintenance Technician (SMT) designation or equivalent, a plus
- Systems Maintenance Administrator (SMA) designation or equivalent, a plus
- Prior experience managing, mentoring, and developing a team
- Construction maintenance knowledge of mechanical, HVAC, plumbing, electrical, pneumatic / electronic systems and controls, carpentry and finish skills, construction, drywall, floor maintenance, painting, and a strong background in preventive building maintenance systems (CMS) - required as a minimum
- General building and construction knowledge (interiors, exteriors) - required
- Fire suppression systems, kitchen equipment maintenance, and fundamentals - required
- General experience and knowledge of building codes and regulations, a plus
- Membership participation in professional associations is a plus
- Fluency in English and Spanish is helpful to the success of this position
- Must be able to stay organized and work independently
- Excellent communication skills, mandatory and required
- Computer proficiency in MS: outlook, exchange, word, excel, PowerPoint, teams, and one drive, - required

SALARY AND BENEFITS

- This is a full-time salaried position with a complete benefits package
- Health, dental, and vision insurance per the employee benefits package
- Long-term and short-term disability
- 401(k) plan with Employer Match
- A very competitive salary commensurate with qualifications and experience, with the potential for a performance bonus. Professional association dues.
- Relocation and vehicle allowance/usage

Individuals who meet or exceed the criteria detailed in this position profile and posting are encouraged to send a cover letter and resume.

Note: The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with the subject line: Kūki ò Golf and Beach Club. If sending via regular mail, please mark - Kūki ò Golf and Beach Club, HI - on the outside of your envelope. Thank you.

CONTACT INFORMATION, WHERE TO SEND ALL DOCUMENTS

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