



5429 LBJ Freeway, Suite 400 · Dallas, Texas 75240



Position Title: Director of Facilities

Lakewood Country Club

Dallas, Texas

<https://www.lakewoodcc.com>

Department: Maintenance

Reports To: General Manager

CLUB AND POSITION OVERVIEW

Established in 1912, Lakewood Country Club was Dallas' second 18-hole golf course. Originally designed by Scotsman Tom Bendelow, it is located on 129 acres at the corner of Abrams Road and Gaston Avenue, the perfect location to be enveloped by Dallas residents as it grew into Texas' third-largest city. The club is very successful today with a waiting list of over three years. It has truly become a second home for its 1,100 plus member families, of which 90% live within three miles from the club.

The club is so popular year-round that it does not really experience a peak season. Even during the heat of mid-summer, the pool and its surrounding dining and social areas become the epicenter of unprecedented dining and social activity. Golf rounds consistently exceed 30,000 annually.

The club seeks a facilities maintenance department head who possesses the education, training and experience in all facets of building and property management and maintenance. His/her areas of expertise must include HVAC, plumbing and electrical systems. Directing, supporting and mentoring all maintenance staff, along with creating preventive maintenance schedules and annual financial budgets, sourcing, contracting and supervising third-party maintenance companies and overseeing their work to completion, are all critical parts of this job.

This is a hands-on, working position with the overall mission to be the leader of the club's continuous maintenance and beautification initiative, enabling it to be recognized as one of the premier private country clubs in Texas.

LAKWOOD COUNTRY CLUB BY THE NUMBERS

- Gross revenue: \$18 MM
- Food & Beverage revenue: \$5 MM, of which 85% is from a la carte dining
- 58,000-square-foot clubhouse
- Total membership: 1,100 + families with a three-year wait list
- Initiation fee: \$80,000
- Full member dues: \$10,980 annually
- Tom Bendelow 18-hole championship golf course; redesigned in the 1950s by Ralph Plummer; redone in 2013 by Coore & Crenshaw
- Practice range
- Golf pro shop
- Men's and women's locker rooms
- Five a la carte dining venues seating a combined total of 400
- Banquet room seating 300 wedding sit-down / 400 cocktail reception
- Wine room with wine cellar
- 3,000-square-foot fitness center
- Fitness center "Kidz Club" for child minding
- Two massage rooms
- Recreational swimming pool with baby pool and snack bar
- Eight hard-surface, lighted tennis courts
- Tennis pro shop
- One pickleball court
- 300-plus employee peak season; 175 full-time year-round

ESSENTIAL RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Hiring, managing, developing, training and coaching staff.
- Being responsible for the creation, implementation and management of the preventive maintenance programs throughout the clubhouse and all buildings on club property.
- Assisting in the development of the department budget of maintenance and new equipment.
- Managing the department to the established budget.
- Maintaining detailed reports of inspections of equipment and licenses, as well as keeping records for property audits.
- Establishing an equipment service schedule and maintenance log for all pieces of mechanical and kitchen equipment throughout the entire club facility.
- Overseeing construction projects including scope, pricing, implementation and finishing.
- Working with the Director of Security as a contact for fire, flood and major emergencies, including the oversight of the storm preparation process.

- Managing the utilization of power and other utilities to achieve cost-effective operations.
- Being responsible for after-hours response and being a backup for call-outs by other on-call staff.
- Maintaining proper business communication with internal clients, vendors and contractors.
- Performing all other business-related duties as required.

EDUCATION, EXPERIENCE AND ADDITIONAL QUALIFICATIONS

- High school diploma or equivalent.
- Two-year Associates degree a plus.
- 10-plus years of relevant experience.
- Prior experience managing, mentoring and developing a team.
- Construction maintenance knowledge of mechanical, plumbing, electrical, drywall, floor maintenance and painting, and a strong background in building maintenance.
- First grade engineer license preferred.
- Systems Maintenance Technician (SMT) designation or equivalent.
- Systems Maintenance Administrator (SMA) designation or equivalent.
- Membership participation in professional associations is a plus.
- Must possess a valid driver's license.
- The final candidate must pass all background and pre-employment testing and verification. The position does require a full background report (criminal, general background, driving, work history, employment verification, reference checks, sexual registry, and credit history), all cleared and approved before employment award.
- Fluency in English and Spanish is helpful to the success of this position.

SALARY AND BENEFITS

- This is a full-time salaried position with a full benefits package.
- Health, dental and vision insurance per the Lakewood Country Club employee benefits package
- Life and AD&D insurance
- Long-term and short-term disability
- 401(k) plan with employer match upon completion of eligibility requirements.
- Competitive salary commensurate with qualifications and experience, with potential for performance bonus.
- Professional association dues.

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

CONTACT INFORMATION, WHERE TO SEND ALL DOCUMENTS

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: Lakewood CC, Dallas, Facilities. If sending via regular mail, please mark – Lakewood CC, Dallas, Facilities – on the outside of your envelope. Thank you.

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