



Facilities Supervisor

Position: Full Time / Hourly

Reports to: Projects & Amenities Manager

Pelican Isle Yacht Club

A Member-owned Private Club in North Naples recognized as the #7 Yacht Club in America and a Platinum Club of the World, with 420 Memberships, 190 Boat Slips, and an established waitlist. The Club is comprised of Members and Employees who are proud of our friendly and inclusive atmosphere, professional organization, and beautiful location.

The **PIYC Facilities Supervisor** is responsible for ensuring that Club facilities are safe and well-functioning. This role is responsible for the operations and maintenance of all equipment and physical structures in compliance with Club, local, state, and national codes. The ideal candidate is experienced and well-versed in technical, plumbing, electrical and HVAC operations and facilities management best practices. The successful candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. The goal is to ensure our Club and facilities are problem-free and safe so that Members can enjoy the finest in Club facilities and employees can work under the best conditions. This position will work closely with vendors and other departments.

Primary Duties and Responsibilities

- Routinely inspect the Clubhouse ensuring that the facility and equipment meet all safety requirements and that the facility is properly cleaned, maintained, and well-functioning
- Plan and coordinate repairs and maintenance of the facility and grounds
- Meet with outside vendors and obtain proposals for Clubhouse and grounds work
- Present facility-related proposals with recommendations and estimated costs
- Maintain and conduct a preventative maintenance program on all structures and equipment
- Regularly communicate the status of facility-related tasks to the Projects & Amenities Manager
- Prepare weekly task lists and assign duties and work responsibilities to Facilities Team
- Participate in weekly department meetings
- Track all inventory, maintenance and inspections by outside vendors in a tracker
- Drive on an occasional basis for supplies, equipment, and seasonal staff transportation

Skills and Abilities

- Experienced and well-versed in technical/plumbing/electrical/HVAC operations
- Hands-on working knowledge of major areas in the Clubhouse/Club grounds
- Collaborate with colleagues for routine and special projects
- Frequent lifting, pushing, pulling, and carrying of weights up to 50 lbs
- Proficient in Excel, Word, Publisher, PowerPoint and Outlook
- Effectively write routine reports and correspondence
- Communicate with Members, vendors, and colleagues in a professional manner
- Able to work independently
- Frequent standing, bending and/or kneeling for repairs and maintenance of Club property, equipment, and machinery
- Periodic climbing of stairs and ladders
- May be required to perform other related duties and assist with special projects as assigned by the Projects & Amenities Manager
- Takes the supervisory role in the absence of the Projects & Amenities Manager

Our New Team Member will Possess the Following Essential Qualifications:

- Has 1-3 years in a private Club, resort hospitality, or similar field
- A valid driver's license is required
- Must be able to have flexible hours, including nights, holidays, and weekends
- Professional in appearance and demeanor
- Possesses excellent written and verbal communication skills, as well as polished phone and email etiquette
- Able to provide analysis and apply critical thinking and problem-solving skills
- Self-starter, well-organized and detail-oriented
- Innovative and solution-minded approach to meeting daily challenges
- Enjoys working with a team and has strong interpersonal skills
- Willingness to learn, grow, and contribute to an evolving organization

The Position and How to Apply

Compensation is competitive and commensurate with qualification and experience. PIYC offers an excellent benefits package.

Pelican Isle Yacht Club maintains a safe and drug-free workplace and requires all candidates to undergo pre-employment and/or random drug testing.

Interested candidates should send a resume and compelling letter of introduction to projects@piyc.net.