

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

FACILITIES DIRECTOR/MANAGER PROFILE: CAT CAY YACHT CLUB CAT CAY, BIMINI ISLANDS, BAHAMAS

A unique opportunity exists as KOPPLIN KUEBLER & WALLACE is looking for a Facilities Director/Manager for the Cat Cay Yacht Club in Cat Cay, Bimini Islands, Bahamas.

[Click here to see a brief video about this opportunity.](#)

Basking under a bright tropical sun on the western edge of the Great Bahama Bank lies a tiny t-shaped dot of gleaming sand and coral that brings to a glittering reality the dream of an island paradise. This land is Cat Cay and surpasses all others.

Over the years Cat Cay Yacht Club has managed to combine the best features of private island life with the infrastructure of a major resort. Many members own luxurious beachfront homes, play tennis or golf on well-maintained inland facilities, dock their yachts in the protected marina, explore pristine beaches, and dine in the island's gourmet restaurant. Members treasure the ultimate luxury of having a private island paradise to share with family and invited guests at their Bahamas private island homes. An air of casual elegance best describes the feel of Cat Cay Yacht Club.

A recently-lengthened 1,950-foot runway on a man-made airstrip on the east side provides easy access to the island from Florida. Cat Cay is located 50 miles SE of Miami, only 30 minutes away by air. Once ashore the only allowed transportation on the island is by foot, bicycle or golf cart.

Generations of members have forged a strong community and connection to preserving this island paradise. Membership is offered by invitation to those who share a common vision and value a community that holds privacy to the highest degree. Being exclusive yet inclusive to like-minded individuals offers an island club like no other.

Please visit the website at: www.catcayyachtclub.com

Job Summary (Essential Functions)

The Facilities Director/Manager is responsible for overseeing all of the island's utilities, buildings (Club Owned), roads, docks, airstrip, golf course, common grounds, pool, beaches and vehicle maintenance. Manages a comprehensive facilities maintenance program to maintain the quality of all club/island facilities in accordance with sound engineering practices. Oversees day-to-day operations of department and personnel; directs service calls; repairs, alters and installs work according to developed or pre-set guidelines; troubleshoots malfunctions; and responds to service calls. Carry out, supervise or coordinate all club/island repairs and general maintenance needed for equipment, furniture, masonry, building structures and utilities to maintain the club property in optimal condition and appearance. Oversees day-to-day operations of the Golf Course and Club Grounds. Works closely with the General Manager and Standards Review Committee to enforce Guidelines.

The ideal candidate will be:

- Extremely organized and detail oriented, and possess great observational skills
- A proactive, results driven manager
- An excellent communicator
- An inspirational Team leader
- A strong delegator and mentor

- An open and responsive Team member
- Capable of working with a Bahamian/Haitian workforce
- Able to oversee and liaise with specialists for the utilities
- Able to not only survive but thrive in a remote location
- No school aged children (due to the fact that there are no schools on the island)
- Loyal and trustworthy with uncompromising integrity

Job Knowledge, Core Competencies and Expectations

- Mechanically inclined with all-around knowledge of mechanical systems, plumbing, electrical and refrigeration. Hands-on capabilities for repairs.
- Organizational abilities to coordinate club projects and renovations. Understanding of energy management and related systems.
- Demonstrated ability to manage multi-discipline projects and utilize technical support staff.
- Appropriate analytical skills, attention to detail, organizational and project management skills.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; Skilled in following safety practices and recognizing hazards.
- Knowledge of and ability to perform required role during emergency situations.

Job Tasks/Duties

- Prepares annual budgeting of repair and maintenance, golf and grounds, powerhouse and capital expenditures.
- Maintains and updates separate five-year maintenance and capital improvement plans for all building (exterior and interior), power plant and club facilities.
- Plans, implements and administers the energy management and preventive maintenance programs.
- Administers and directs all major and minor repairs and improvements. Procures bids and contracts required for all improvements. Coordinates in-house retrofit and cosmetic improvement program as directed by management.
- Supervises the purchasing of all goods and materials; initiates purchase orders for physical plant and facilities maintenance supplies, machinery, equipment, parts and services, as required.
- Maintains and monitors fire, phone, data, music, cable and TV systems for all facilities.
- Conducts daily facilities walkabouts and specific site inspection on an as-needed basis.
- Maintains work order database on a daily basis; trains and schedules staff.
- Consults with the General Manager and architectural standards and infrastructure committees for budget approvals and endorsement of major projects.
- Effectively coaches and mentors employees; proactively supports employee involvement and development; counsels employees on performance standards; and conducts timely performance reviews.
- Responsible for maintaining a clean and safe working environment with continual emphasis on promoting employee health and safety. Assists in training colleagues in proper safety techniques.
- Responsible for the powerhouse and the efficient and safe generation of electricity and water.
- Responsible for ensuring that the powerhouse equipment is maintained and repaired based on manufacturer specifications.
- Responsible for the overall security of the island. Meets with the Security Supervisor to review staffing and scheduling needs. Reviews the security log each day.
- Responsible for the overall condition and operations of the Golf Course. Meets daily with the Golf & Grounds Supervisor to review work schedules to be conducted on the Golf Course and Grounds.
- Coordinates the servicing and repairing of systems for lighting, heating, ventilating, fire, drainage, plumbing, electrical, painting and related maintenance activities.
- Monitors all work done by outside contractors and communicates the status of each project to the General Manager.
- Maintains accurate maintenance and repair records of equipment and machinery.

- Hires, supervises, schedules, trains and evaluates Repair and Maintenance Mechanics, Plumbers, Electricians, Golf & Grounds Crew, and Security Staff.
- Supervises the maintenance of roads, tennis courts, swimming pools and other recreational areas.
- Ensures that all building maintenance and repair activities are identified, scheduled and completed.
- Maintains the island common areas, swimming pool water, lawns, shrubbery and trees.
- Ensures that all refuse is properly removed from the club, common areas and residences.
- Attends staff meetings.
- Issues supplies and equipment to employees.
- Collects maintenance and work orders from department heads for approval by the General Manager.
- Maintains inventory of cleaning, maintenance, repair and related supplies.
- Assists with preparation of special functions, parties, tournaments, etc., by installing tents, setting tables and chairs and constructing display pieces.
- Helps develop and maintain a resource management plan that outlines short-term and long-term requirements for repair and maintenance, capital replacement and capital requirements.
- Ensures the maintenance of club vehicles and equipment.
- Assures that all requests are completed and carried out precisely as requested by homeowners. Charges and billing are completed for all services provided.
- Conducts required pre-construction meetings with members and the general contractors before construction may begin. Discusses site preparation and construction staging of materials.
- Conducts weekly on-site inspections of all construction lots.
- Ensures that finished floor and height certifications are in conformance with the approved plans.
- Communicates with members, architects and contractors on all construction- and design- related matters as it relates to the Design Guidelines.
- Composes correspondence to members regarding violations including landscape issues, lighting, satellite dishes, utility issues and emergencies, dog complaints, noise and golf carts.
- Works closely with the club's Security Department to enforce and maintain the Association's rules and regulations.
- Coordinates with contractors and employees as needed to respond to Residential Member requests.
- Performs other duties as assigned by the General Manager.

Working and Living at Cat Cay and the Bahamas:

The Club will break ground on a new home in the fall for this position. It will be very nice with three bedrooms and two baths on a beach on the Great Bahama Bank. During construction, they have a large one-bedroom apartment that will be available.

An appealing base salary, plus benefits to include lodging, utilities, DirecTV, internet, full medical, an annual bonus, a Christmas bonus, a \$800 per month meal allowance, and airfare to FL for two people once each month.

This person will be working for Cat Cay Yacht Club, LTD and therefore will be working for a foreign company and will be eligible for the IRS Foreign Income Tax Credit. This credit allows eligible US citizens to deduct up to \$92,500 from their total foreign income when they file their income taxes.

Education and/or Experience

- Two-year degree in related field with continuing education in Mechanical Engineering, Architectural Engineering, HVAC, plumbing or related field.
- Post-Secondary vocational training in electrical engineering.
- 10 years progressive experience as an Engineer, Maintenance Professional or related position.
- Professional experience in civil engineering and landscape design preferred.
- Professional experience in water desalinization and electricity generation management.
- HVAC and Swimming Pool Certification.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter Cat Cay Yacht Club”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Nan Fisher: nan@kkandw.com

LEAD SEARCH EXECUTIVE

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