

# KOPPLIN KUEBLER & WALLACE

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## **DIRECTOR OF BUILDINGS, CONSTRUCTION & DOCK OPERATIONS PROFILE: JUPITER ISLAND CLUB HOBE SOUND, FL**

### **DIRECTOR OF BUILDINGS, CONSTRUCTION & DOCK OPERATIONS AT JUPITER ISLAND CLUB**

The position will require a very seasoned manager with a sophisticated management style that can lead and adapt around a range of facilities and construction issues, helping to drive the Club into the future while being sensitive to its storied past and deep traditions. The successful candidate will be passionate about shaping the member experience through the delivery of quality and functional facilities. The new Director will be a smart businessperson with a deft hand at leading a multidisciplinary staff that reaches 12-15 team members.

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

### **ABOUT JUPITER ISLAND CLUB AND COMMUNITY**

The Jupiter Island Club is unquestionably one of the finest clubs in America. In the realm of private clubs, the Jupiter Island Club is iconic.

Its Membership roster since its inception and today reflects some of our nation's most notable philanthropists and industrialists who are also members of many of the country's other top clubs.

After building the railroad system to South Florida in 1933, its founding family forged the Club's beginnings on the principles of privacy, casual elegance, and warm and hospitable excellent service. Its style and feel are unpretentious and low-key, the antithesis of most clubs built in the last 20 years.

Not just a club but an island community, The Jupiter Island Club is on the north end of Jupiter Island in Martin County Florida, about 30 miles north of Palm Beach. This very insular retreat is home to an 18-hole golf course with many holes on the Intracoastal waterway. The Membership enjoys three clubhouses: a Main Club with formal and informal dining, a Golf Clubhouse with various styles of dining service, and a Beach Club with oceanfront dining and a poolside snack bar. Additionally, the Club has numerous other facilities: a 36-slip yacht basin hosting power boats up to 100', 14 fast dry tennis courts with a Tennis Shop, a Croquet Court, a 200-seat theater, a Flower Shop, a Wine Shop, a Beauty Shop, Beach Shop, two pools, Spa and Fitness Center.

The Club features 52 guestrooms spanning 12 buildings and cottages. A portion of the Club's Inn rooms are in the Main Club along with the Club's social hub---the Chefs Cupboard, which provides breakfast, fresh baked goods, and upscale prepared foods.

The Jupiter Island Club is a complex, very private, high-service, resort-style operation.

### **JUPITER ISLAND CLUB BY THE NUMBERS**

Total Revenue: \$35 Million

Revenue from Dues: \$16.6 Million

Number of Members: 425

Facilities Operating Budget: \$2 Million

Annual Capital Maintenance Budget: \$2.5 Million

Major Facilities Projects Planned over the next ten years: \$86 Million

**JUPITER ISLAND CLUB WEBSITE:** [www.jupiterislandclub.com](http://www.jupiterislandclub.com)

## **DIRECTOR OF BUILDINGS, CONSTRUCTION & DOCK OPERATIONS – POSITION OVERVIEW**

Jupiter Island Club is seeking a Director Of Buildings, Construction & Dock Operations with an engaging and professional style, to partner with the Director of Agronomy & Facilities in maintaining Club facilities to the highest level. A successful candidate will provide a strategic approach to the management of the Club's building assets and day-to-day direction to the Club's Facilities Maintenance team to perform both preventative and ongoing repairs.

The Director Of Buildings, Construction & Dock Operations will work closely with the Club's operational teams and Member volunteer committees. A high level of coordination and collaboration with various departments is required.

Acting as a strategic business partner within the organization, the ideal candidate for this position will develop preventative maintenance plans, capital replacement schedules and effectively balance the facilities needs within the Club's financial framework. The new Director shall continue to elevate the Club's strong culture of teamwork and commitment to excellence.

Reports to: Director of Agronomy & Facilities

Direct Reports: Facilities Manager, Facilities Administrative Assistant, Dockmaster

Indirect Reports: 10 Maintenance Technicians, Dock Attendant

## **INITIAL PRIORITIES OF THE NEW DIRECTOR OF BUILDINGS, CONSTRUCTION & DOCK OPERATIONS**

- Develop and implement ongoing preventative and ongoing maintenance plans for the Club's 52 structures.
- Build solid relationships with the Executive Management team, subordinate team members, and Members involved in facilities-related committee work.
- Develop and execute annual maintenance capital plans.
- Provide effective directional leadership, education, and presentation to the Club leadership team and affected Member Committees related to capital and operating plans.
- Project Manage construction projects.
- Evaluate the Facilities Department and recommend changes in structure and operational processes/procedures.

## **CANDIDATE QUALIFICATIONS**

This position is responsible for three primary operations at the Club: 1) the maintenance of all Club buildings, 2) the planning and successful execution of Club construction projects, and 3) Development of ongoing capital plans encompassing both annual maintenance capital projects and larger, more strategic initiatives.

Organizes, directs staff/contractors and manages all aspects of preventative and repair maintenance activities for all Club buildings. Sets priorities and oversees the supervisory team and all trades within the department including carpentry, painting, plumbing, electrical, and HVAC. It is expected that the departmental systems and processes be re-envisioned and reorganized.

Concurrently, provides technical planning guidance to Management and Club Committees in the prioritization and planning for desired building and infrastructure improvements across campus. Organizes the selection of design and construction team selection. Construction manages work or as the Owners Representative in more complex projects. Budgets and manages projects to the desired experiential result.

Creates, administers and manages annual operations budgets for Facilities Department and Dock Operations. Creates ongoing and rolling 3–5-year Capital Project plan for Club buildings and equipment. Creates reports and presents ongoing status reports to Club Committees and Club Management.

Together with the Director of Agronomy & Facilities, acts as management leader for Architectural Committee including scheduling meetings, creating agendas and producing reports and presentations for annual and major capital projects.

Assists Director of Agronomy & Facilities in the yearly review of the Club's Hurricane Preparedness Plan as well as its implementation when an approaching tropical weather system dictates the need.

Responsible for the installation, function and maintenance of Club's major equipment including and not limited to elevators, generators, fire detection and suppression systems, kitchen Ansul systems, mounted fire extinguishers, pool filters & pumps, geothermal equipment, backup generators, gas and electric hot water heaters, laundry equipment, kitchen equipment, HVAC systems, drinking water RO systems, water softeners and grease traps.

Inspects Club buildings and infrastructure on a regular basis. Creates maintenance reports detailing facilities planning and communication including but not limited to schedules for roof ages/condition, painted surfaces, floor systems, gutters/leaders, window/door mechanisms, lighting, toilets, HVAC systems, plumbing/sewer systems roads, curbs and sidewalks. Presents reports to Management and Club committees.

Ensures seamless dock operations and slip leasing.

Participates on the Safety Committee and prioritizes safety as a key performance metric and develops plans to minimize the frequency and severity of accidents. Ensures appropriate personal protective equipment is in use.

#### **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- College degree desired. Minimum ten years in similar role and operational complexity.
- Sound overall financial management and administrative skills with particular, verifiable strengths in financial controls, budget administration, and strategic/long range planning.
- Proven leadership qualities with demonstrated ability to direct, coordinate and manage employees.
- Strong written and oral communication skills.
- Trades Certificates, OSHA Training and Valid Driver's License required.

#### **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

#### **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package including association membership.

#### **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. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

#### **Prepare a thoughtful cover letter addressed to Jupiter Island Club search committee/Mr. Michael Feil, GM**

and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career and why JIC and the Hobe Sound area will be beneficial to you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible but no later than Wednesday, July 17. Candidate selections will occur in early August with first Interviews expected in mid-August with second interviews a short time later. The new candidate should assume his/her role in late September.**

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

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter - Jupiter Island 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 Katy Eliades: [katy@kkandw.com](mailto:katy@kkandw.com)

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