

**Title:** Facilities Director

**Location:** Roseville, CA

**Salary:** DOE

### **Company Overview:**

Our Client is a growing fitness and wellness company.

The Facilities Director is responsible for managing all aspects of facility operations to ensure a safe, fully functional, and well-maintained environment. Key responsibilities include overseeing daily operations, preventive maintenance, inventory management, vendor relations, and ensuring compliance with quality and safety standards. This role involves recruiting, training, and managing a team of Maintenance Technicians while providing leadership to foster a high-performance culture. The Facilities Director is a key member of the management team, contributing to budgeting, strategic planning, and cross-departmental collaboration.

### **Primary Responsibilities:**

- **Facility Operations & Maintenance:**  
Ensure the proper operation of all building systems (HVAC, plumbing, electrical, pools) and conduct regular inspections. Manage preventive maintenance schedules and maintain essential inventories of parts and supplies.
- **Team Leadership & Staff Management:**  
Recruit, hire, train, and evaluate maintenance staff. Provide ongoing coaching and performance feedback, ensuring adherence to service and safety standards. Manage schedules to ensure adequate staffing and oversee timekeeping.
- **Vendor & Contract Management:**  
Coordinate with external vendors for landscaping, HVAC, and other outsourced services. Negotiate and manage service contracts to ensure cost efficiency and high-quality service.
- **Safety & Compliance:**  
Train staff on the proper use of equipment, chemicals, and hazardous materials. Ensure compliance with safety protocols and maintain proper pool water chemistry and temperature.
- **Customer Service & Communication:**  
Foster a customer-focused environment, promptly addressing member concerns and providing service improvements. Maintain strong interdepartmental communication and participate in staff meetings and management activities.

### **Qualifications:**

- Minimum 2 years of experience as a Facilities Director or equivalent in a similar environment.
- Hands-on experience in maintenance or skilled trades (HVAC, plumbing, electrical, etc.).
- Strong leadership, communication, and customer service skills.
- Financial management and computer literacy.
- Current CPO certification or ability to obtain within 90 days.
- First Aid/CPR certification (required within 90 days of hire).

**Education:**

- Two or more years of college or trade school preferred.

**Physical Requirements:**

- Frequent standing, walking, and lifting (up to 50 lbs; occasionally up to 100 lbs).
- Work involves exposure to mechanical parts, pool chemicals, and moderate to high noise levels.

This role requires flexibility to work nights, weekends, and holidays as needed. The ideal candidate will have an eye for detail, a proactive approach to problem-solving, and a passion for maintaining high standards.

**How to Apply:**

Please email your resume to Angie Brouwers at [\*\*ABrouwers@berkeleysearch.com\*\*](mailto:ABrouwers@berkeleysearch.com)