



CLUB SUPERINTENDENT JOB DESCRIPTION

Title

Club Superintendent

Reports To

Vice Commodore

Summary

The Club Superintendent, under the direction of the Club Executive, will primarily be responsible for the planning, management and maintenance of all Club buildings, docks, breakwater, club owned boats, and grounds. Wherever practicable, the incumbent will undertake to complete the day-to-day repairs, maintenance, and new projects himself / herself, and / or with the assistance from work party volunteers, typically on a Saturday morning. The incumbent is the primary face of the club from an operations perspective, and must be able to maintain a high level of communication with the various constituents. The incumbent is also primarily responsible for the security of the premises and oversight of programs operated from the Club.

Core Competencies

- Accountability
- Adaptability
- Communication
- Critical Thinking
- Decision Making
- Negotiation
- Planning and Organizing
- Problem Solving
- Resource and Fiscal Management

Job Duties

Maintenance

- Inspect grounds, buildings, docks, club owned boats and equipment routinely to determine necessity of repairs and maintenance.
- Plan, schedule and coordinate; and execute himself / herself wherever practicable; the general maintenance, major repairs, remodeling and construction projects.



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- Coordinate capital projects, and ensure this is done in timely manner and meet all standards, codes and policies.
- Plan and prepare reports and statistics related to building and dock operations.
- Oversee the installation, maintenance and repair of building, dock and breakwater infrastructures.
- Cleaning of the kitchen, clubhouse and all washrooms. This responsibility may be supported by a contracted resource when we have a club function or a rental.

Planning & Purchasing

- In conjunction with the Rear Commodore, the Club Superintendent reviews membership moorage, paddleboard rack, kayak rack, and eco boat storage assignments in accordance with rules and regulations.
- Collaborate with the various club executive and inventory & supply planning personnel to minimize shortages and improve inventory security and accounting for club operation and maintenance needs.
- Plan, manage and administer annual operations and maintenance budgets for various projects.
- Negotiate contracts and service agreements for third party suppliers or service providers.
- Works with the Hydrographer to schedule and prepare for weekly workparty volunteer mornings balancing maintenance requirements and the abilities of volunteers signed up.

Security

- Assist in the management of building security such as the assignment of keys and alarm codes for approved personnel when the Club Administrator is unavailable.
- Oversee the use of space by persons or groups renting all or part of the properties. Perform and / or oversee contractors who perform clean-up and sanitization of the common rooms, kitchen, bar, and washroom areas following club functions and rental events.
- Ensure the day-to-day security of the club buildings, dock access, parking lots and general surroundings.
- Monitor the club parking lot and water lease boundaries and, in collaboration with and under the direction of the Club Executive, provide effective communication techniques to inform the general public using the beach facilities about infringements of the club boundaries.

Safety

- Ensure building facilities are compliant with health and safety regulations including local fire codes, municipal by-laws and regulations, LC&LB regulations, accessibility, and other relevant building and maintenance legislation.
- Communicate and promote health and safety policies within the club, in accordance with all federal, provincial and municipal health and safety requirements.
- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs.
- Assess safety operational issues related to building and dock operations.
- Coordinate the cleaning, snow removal, de-icing materials utilization, and landscaping operations.



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- Ensure club members and the overall club operations exhibit “best practices” and comply with all environmental regulations and policies. Arrange for the appropriate recycling and disposal containers for use by the general membership and for the club’s operational needs.
- Oversight of the sailing school operations in July and August each year including preparation of equipment and working with head instructor.

Communications

- Under the direction of the appropriate Club Executive Officer, investigate complaints, disturbances and violations and resolve problems following club rules, regulation and policies.
- As may be required from time to time, meet with prospective members to show properties, explain terms of occupancy and provide information about local area.
- Study moorage and other watercraft storage demands, occupancy and turnover rates, and accommodation requirements of members to recommend policy and physical requirement changes.
- Speak with members, local district personnel, and the general public, and address any questions or concerns.
- Observe the status of members’ vessels on a daily basis, particularly during rough weather, communicate any issues to members and deal with emergencies immediately.
- Develop and present reports on operational progress as may be required from time to time.
- Attend monthly Executive meetings and report on maintenance, planning, security, safety and communications
- Attend various other meetings as required.
- Maintains a high level of Communications with Junior members to motivate, mentor, teach and encourage participation in club activities, volunteering and paid work opportunities.

Other duties as assigned.

Requirements

- Secondary school graduation or equivalent is required.
- Post-secondary education in Business, Administration, Engineering or a related Red Seal Trade is preferred.
- Ten (10) years of experience in Building Operations and Maintenance in a marine environment is preferred.
- Strong background in building / housing maintenance and repairs.
- Knowledge of financial practices and accounting procedures.
- Understanding of contract negotiations, methods and legal procedures.
- Computer knowledge, including proficiency in MS Outlook (email & calendar) is essential; additional skills in MS Word, Excel, and PowerPoint is an asset.
- Must possess and maintain a valid BC Class 5 or greater driver's license.
- Must possess a valid Pleasure Craft Operator Card
- Excellent written and verbal communication skills.

Working Conditions



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- Interact with Club executives, Executive Administrator, sailing school program management & employees and the general public.
- Walking extensively on a daily basis around the club grounds and dock areas.
- Carry a cell phone at all times.
- Local travel using own vehicle may be required.
- Manual dexterity required to use power and hand tools, desktop computer and peripherals.
- Ability to lift up to thirty (30) kgs.
- The incumbent is expected to reside in the accommodation provided on the club property.
- Variable working hours – typically two days off in a row mid-week.