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DIRECTOR OF FACILITIES PROFILE: THE FOREST CLUB HOUSTON, TX

DIRECTOR OF FACILITIES OPPORTUNITY AT THE FOREST CLUB

The Facilities Director is responsible for the overall maintenance of the buildings, year-round tennis courts, grounds, pool, landscaping, and amenities of the club. The Forest Club is looking for a strong leader that understands its history and culture and can:

- Provide leadership and direction for the staff and management.
- Proactive and preventative maintenance plans
- Has quality knowledge of Har-Tru tennis courts, or willing to be educated.
- Has exemplary written and verbal communication skills.
- Well-developed administrative skills/delegator skills.

ABOUT THE FOREST CLUB

The Forest Club was founded in 1946 by some of Houston's oldest and finest families, who came together with the idea of creating a space where they could meet and enjoy each other's company. TFC's guiding principle is to provide a comfortable environment where friends and family can gather, dine, and enjoy recreational activities. TFC maintains an easy affability and has grown generationally with its family-focused membership, inviting new friends to join. Today, members and their families continue to enjoy the congenial social atmosphere while utilizing the pool and exercise facilities, playing tennis and pickleball, participating in special events, and dining on cuisine considered by many to be the best in all of Houston.

Club amenities include clubhouse dining, racquet sports, aquatics, fitness facilities, youth activities, and social events. TFC offers both clay and hard surface tennis courts, as well as tennis programs that cater to players of all levels, including a well-established junior program. The swimming pool and patio nestled among pines offer food and beverage service year-round and are a highlight in the summer for camps and events. Year-round member events have become long-standing traditions and are well attended, including the BBQ Cookoff, Easter Brunch with the Bunny, the Christmas Bazaar and many others.

THE FOREST CLUB BY THE NUMBERS:

- The Club enjoys an annual operating budget of approximately \$8.5M
- There are approximately 515 members
- At present, there is a \$42,000 initiation fee; dues are \$590 monthly
- Currently, there is a \$75/month capital improvement fund assessment for future capital projects
- There are approximately 85 full-time employees and 110 in season
- There are a total of 12 Board Members, each serving a three-year term.
- At present, the position will work closely with the chair of the house and grounds committee
- Currently, the average member age is 55
- The club is an organized 501(c)(7)
- Staff of 5 direct reports

THE FOREST CLUB WEB SITE: www.forestclub.org

DIRECTOR OF FACILITIES POSITION OVERVIEW

The Director of Facilities is a full-time, on-site leadership position responsible for the overall maintenance, safety, and efficient operation of The Forest Club's physical plant and grounds.

This individual will oversee facility management, preventative maintenance, capital planning, and budgeting, while leading the maintenance team to ensure a safe, high-quality environment for members, guests, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership & Management

- Hire, train, supervise, and evaluate all maintenance department staff.
- Develop and oversee daily work schedules and work orders to ensure timely, cost-effective completion of maintenance projects.
- Maintain a culture of safety, teamwork, and accountability within the department.
- Review and approve department timecards and manage attendance according to club policies.

Facility Operations & Maintenance

- Oversee maintenance and repair of all mechanical, electrical, HVAC, plumbing, refrigeration, lighting, kitchen, laundry, and pool systems, including server room infrastructure.
- Ensure all work is completed efficiently, safely, and according to specifications and codes.
- Manage vendor relationships and coordinate outsourced services (e.g., HVAC, irrigation, landscaping, housekeeping).
- Support setup and breakdown for special events as scheduled.
- Maintain accurate logs of repairs, maintenance work, and key control systems.

Preventative & Capital Maintenance

- Develop and implement an ongoing preventive maintenance program for all Club facilities.
- Prepare cost estimates and assist with the review of contracts and capital expenditures.
- Collaborate with the General Manager to maintain a short- and long-term capital plan for repair, replacement, and improvement of facilities and equipment.
- Implement and oversee an organized work order system to prioritize and track maintenance projects.

Safety & Compliance

- Ensure the Club complies with all federal, state, and local regulations, including OSHA, EEOC, Wage-Hour, and Health codes.
- Oversee all fire and safety inspections, ensuring discrepancies are corrected promptly.
- Train staff in the use and operation of fire protection and emergency systems.
- Maintain pool and aquatics facilities in compliance with local and state health regulations.

Other Responsibilities

- Order necessary materials, tools, and supplies to support maintenance operations.
- Perform other duties as assigned by the General Manager.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Minimum of 3 years of experience in a facilities management role, preferably in a hospitality, club, or resort environment.
- Bachelor's degree in facilities management, civil engineering, or a related discipline preferred.
- Demonstrated leadership and project management skills.
- Strong communication skills (verbal and written).
- Working knowledge of mechanical, electrical, irrigation, and HVAC systems (ability to diagnose and coordinate outsourced service).
- Proficient in reading and understanding complex electrical, mechanical, and automation schematics.
- Experience in or willingness to learn clay (Har-Tru) court maintenance; attendance at a Har-Tru court seminar encouraged.
- Understanding of pool and aquatics operations (local/state pool certification preferred).
- Organizational and planning skills, including experience managing housekeeping and grounds maintenance (outsourced services).

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all hired employees must verify their identity and eligibility to work in the United States and 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 the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Ms. Samantha Van Veen, General Manager**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why TFC and the Houston area will benefit you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible, but no later than Saturday, November 1, 2025. Candidate interviews are expected later that month. The successful candidate is expected to assume their role ideally in December 2025, with a January 2026 option.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – The Forest 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. If you have any questions, please email Katy Eliades: katy@kkandw.com

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

LEAD SEARCH EXECUTIVE:

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