



Job Title: Facilities Supervisor

Location: Sigona Golf Club

Application Deadline: 30th September 2025

Position Overview:

The Facilities Supervisor will be responsible for overseeing the day-to-day maintenance, safety, and efficient operation of all club facilities, buildings, and grounds (excluding the golf course). The role ensures that the club's infrastructure, utilities, and amenities are maintained to the highest standards, creating a safe, welcoming, and functional environment for members, guests, and staff. The Facilities Manager will also develop and implement preventative maintenance programs, manage service providers, and ensure compliance with health, safety, and regulatory requirements, contributing directly to the overall member experience and operational excellence of the club. This role co-ordinates maintenance of plumbing, mechanical and electrical systems.

Key Responsibilities:

- Inspect and maintain club buildings, grounds, and facilities.
- Supervise maintenance staff and coordinate tasks.
- Co-ordinate and manage relationships with contractors and service providers and ensure compliance with quality standards.
- Develop and implement safety procedures and preventative maintenance programs.
- Maintain records of inspections, maintenance activities, and inventory.
- Ensure cleanliness and functionality of club facilities.
- Prepare reports on facility operations and track maintenance requests.

Qualifications & Requirements:

- Bachelor's Degree/Diploma in Facility Management or Engineering.
- Knowledge of building maintenance, plumbing, electrical, and HVAC systems.
- Strong leadership, problem-solving, and organizational skills.
- Experience in a hospitality or golf club environment is an advantage.
- Minimum 3 years of experience in a similar role.

Key Measurables:

Maintenance efficiency, budget management, safety compliance, and operational uptime.

To apply, please submit your application letter, CV and the supporting documents listed above to the following email addresses: info@sigonagolfclub.com CC: hr@sigonagolfclub.com on or before Tuesday, 30th September 2025.

Only shortlisted candidates will be contacted.