

FACILITIES DIRECTOR PROFILE: ST. ANDREWS COUNTRY CLUB BOCA RATON, FL

FACILITIES DIRECTOR AT ST. ANDREWS COUNTRY CLUB

The Director of Facilities at St. Andrews Country Club is responsible for overseeing the construction, maintenance, and repair of all community buildings and amenities, ensuring they are maintained to the highest standards and comply with safety regulations. This role includes managing all capital improvement and construction projects, from planning to completion, including record keeping, billing, punch-list management, and project closure. Fire prevention and safety across all areas of the club are a key responsibility, ensuring the club provides a safe environment for both members and staff.

A comprehensive preventative maintenance plan will be developed and implemented to ensure the ongoing upkeep, repair, and replacement of all community buildings, infrastructure, and amenities as needed along with hurricane preparedness. Additionally, this position plays a pivotal role in maintaining the quality and integrity of the club's facilities, supporting its commitment to excellence. Effective leadership of the facilities team and coordination with contractors, vendors, and other departments is essential to meet the club's high standards and deliver a world-class experience for members.

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

ABOUT ST. ANDREWS COUNTRY CLUB AND COMMUNITY

St. Andrews Country Club, located in Boca Raton, Florida, is a prestigious, resident-only club known for its luxurious amenities and exceptional lifestyle. The club has earned top accolades, including recognition as a Platinum Club of America, a Distinguished Emerald Club of the World, and one of the Top Ten Healthiest Clubs in America. Recently, the club completed a \$17.5 million renovation as part of a three-phase improvement plan, enhancing its world-class facilities. Future capital planning calls for the demolition of and rebuilding of a 90,000 sq. ft. clubhouse.

St. Andrews features two 18-hole championship golf courses, including an Arnold Palmer Signature Design. The golf offerings are complemented by a comprehensive Golf Performance Center with an indoor hitting bay, private practice areas, and advanced technologies such as the V1 Digital Coaching System and FlightScope Launch Monitor®. The club also offers a full-service tennis facility with 12 Har-Tru courts, including four pickleball courts, and a complete program led by former world-ranked tennis player Aaron Krickstein.

The club's wellness offerings include a state-of-the-art fitness center, a full-service spa, and a robust wellness program focusing on physical fitness, self-care, and nutrition. Members can enjoy a variety of fitness classes, personal training sessions, and wellness workshops, promoting a healthy lifestyle.

Dining at St. Andrews is exceptional, with seven distinct venues offering a range of culinary experiences from gourmet dishes to casual poolside dining. The club's 125,000-square-foot clubhouse also includes a variety of amenities, including a brand-new Lakeside Restaurant, adjacent to three pools, poolside dining, Splash Club, state-of-the-art playground equipment, and an air-conditioned game room.

St. Andrews has been a hub for a vibrant and growing community for over 40 years, offering unparalleled service, world-class facilities, and a country club lifestyle that remains a leader in South Florida.

ST. ANDREWS COUNTRY CLUB BY THE NUMBERS

- Total Revenue: \$50 Million
- Revenue from Dues: \$26 Million
- Number of Members: 725
- Facilities Operating Budget: \$2 Million
- Annual Capital Maintenance Budget: \$2.54 Million
- Major Facilities Projects Planned over the next ten years: \$225 Million

ST. ANDREWS COUNTRY CLUB WEBSITE: www.standrewscc.com

FACILITIES DIRECTOR – POSITION OVERVIEW

St. Andrews Country Club manages and coordinates the activities of owner's rep, contractors and workers engaged in construction, maintenance and repair of physical structure of all community buildings and amenities. Manages and coordinates all capital and construction projects including record keeping, billing, punch-list, and project completion. Responsible for fire prevention and safety in all areas of the Club. Responsible for all community buildings repair, upkeep, preventative maintenance and replacement as required. The Facilities Director 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, working closely with the club's operational teams, and commitment to excellence. The Director reports directly to the General Manager/COO.

RESPONSIBILITIES OF THE FACILITIES DIRECTOR

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Oversee and act as owner's representative on all capital building/property projects
- Attends all project specific meetings and is responsible for accuracy of notes and any required follow up
- Attends weekly Department Head meeting, Operations Meeting
- Build solid relationships with the Executive Management team and subordinate team members
- Attends Security & Property Committee meetings
- Prepares monthly financial analysis of departmental P/L facilities
- Actively engaged with accounting and department heads in long-term planning of asset replacement, obsolescence replacement, and identification of aspirational capital needs
- Directs workers engaged in all aspects of facilities maintenance. Maintenance functions include painting, masonry, electrical repairs, lighting systems, heating and ventilation, fire extinguishers, air conditioning and plumbing
- Maintains inventory of supplies and parts of new or ongoing repairs to facilities
- Acquires and adheres to local and federal requirements and licensing to maintain building safety and standards
- Keep records of all regulations, inspections of facilities and maintains all work agreements, contracts and vendor agreements related to ongoing equipment and facilities operations.
- Requisition tools, equipment, and supplies as needed.
- Inspects completed work for conformance to blueprints, specifications and standards related to new construction and renovated facilities.
- Assigns jobs to maintenance staff through work orders and tracks progress and completion.
- Produces production schedules and coordinate worker hour requirements for completion of job assignment.
- Perform weekly property inspections and keep detailed ongoing records of inspections and follow up.
- Interprets company policies to workers and enforces safety regulations.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew

- Analyzes and resolves work problems or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintain time and production records.
- Confers with other supervisors to coordinate activities of individual departments
- Keep records of all initiated, pending or completed work records and communicate level of completion to department managers.
- Responsible for interviewing, hiring, and training new employees
- Responsible for employee evaluations and disciplinary actions when warranted
- Conducts and tracks employee safety awareness trainings

CANDIDATE QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and /or ability required but are not considered to be all-inclusive.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Having experience overseeing construction project managers is desired.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- High School Diploma or G.E.D. associate's degree from an accredited two-year College or technical school specializing in A/C Systems/Refrigeration or related field.
- State certification as a licensed General Contractor preferred.
- Must have in-depth knowledge and/or experience in heating ventilation, air conditioning, electrical, plumbing, sewer, carpentry, building codes and construction.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, use hands to move, handle or feel objects, tools, or controls, talk or hear, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is frequently required to stand. Employee must be able to work weekends, nights and extended hours as required.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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.

This is a full-time position eligible for full benefit package such as:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Company Paid Life Insurance
- Supplemental Life Insurance
- Company Paid Short Term Disability Insurance
- Company Paid Long Term Disability Insurance
- 401(k) Retirement Savings Plan with Company Match
- Paid Time Off

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 Mr. Marc Ray, GM/COO 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 SACC and the Boca Raton 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 Monday, April 28, 2025. Candidate selections will occur in early May with first Interviews expected on Monday, May 19, 2025, with second interviews a short time later. The new candidate should assume his/her role in July.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - St. Andrews Country 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

Lead Search Executive:

Armen Suny

303.570.2741

armen@kkandw.com