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## Director of Facilities

### Port Royal Club

### Naples, FL

#### About Port Royal Club

Port Royal Club, located in the heart of the prestigious Port Royal neighborhood in south Naples, Florida, is a private beach club dedicated to luxury, leisure, and exceptional service. Membership is exclusively tied to property ownership within the Port Royal community, making the Club a cornerstone of one of the most distinguished addresses in the country.

Our Club offers an array of world-class amenities, including a 10,000-square-foot fitness center featuring yoga, Pilates, and spin classes, as well as a serene spa for wellness and rejuvenation. The tennis center boasts nine Har-Tru clay courts and a 1,300-square-foot pro shop, catering to both recreational and competitive players.

Following the impact of Hurricane Ian in 2021, the Club has embarked on an ambitious \$100 million renovation to reimagine our facilities. The new clubhouse—set to open in fall 2026—will embrace timeless West Indies architecture and offer an elevated member experience, featuring a coffee shop, three signature restaurants with indoor and outdoor dining overlooking the Gulf of Mexico, four bars, a banquet venue, a lap pool, and access to our pristine private beach.

This is an exciting time to join the Port Royal Club as we prepare to unveil a new chapter in our storied history.

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#### About the Role

The **Director of Facilities** serves as a strategic business partner within the Club, responsible for the planning, coordination, and execution of all facilities-related operations. The ideal candidate will develop and maintain preventive maintenance plans, establish long-term capital replacement schedules, and ensure all facility needs are met within the Club's financial framework.

As a leader, the Director will continue to elevate the Club's strong culture of teamwork, working closely with operational departments to support a high-functioning, service-driven environment. This individual will play a key role in maintaining the excellence and efficiency expected by members and staff, especially during the Club's current renovation and expansion.

The Director reports directly to the **Assistant General Manager** and will lead all day-to-day operations for maintenance, housekeeping, and facilities services. This includes setting priorities, managing supervisors, and overseeing all trades within the department—carpentry, painting, plumbing, electrical, HVAC, and grounds care. Experience in overseeing construction project managers and working with contractors during capital projects is highly desired.



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### Key Responsibilities

- Act as the owner's representative on all capital building and renovation projects
- Oversee day-to-day facilities operations, including HVAC, plumbing, electrical, carpentry, lighting, and preventative maintenance
- Lead a team of skilled tradespeople and supervisors; provide hiring, training, and performance management
- Collaborate with leadership on long-term planning for asset replacement, capital improvements, and infrastructure upgrades
- Maintain compliance with federal, state, and local codes and safety regulations
- Perform regular property inspections; ensure timely and effective issue resolution
- Manage and coordinate all external contractors, vendors, and project teams
- Maintain accurate records for inspections, permits, maintenance schedules, and safety documentation
- Monitor departmental budgets and provide monthly financial analysis (P&L responsibility)
- Promote a collaborative and high-performance culture aligned with Club values and member expectations
- Participate in weekly executive and operational meetings; attend relevant committee meetings

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### Candidate Qualifications

- Bachelor's degree in Facilities Management, Engineering, Construction, or related field (or equivalent experience)
- State of Florida General Contractor license preferred
- Deep knowledge of building systems, vendor management, and operational safety standards
- Experience managing complex facilities, maintenance teams, and outsourced contractors
- Strong communication, project management, and budgeting skills
- Proficiency with CMMS or other maintenance tracking software
- Familiarity with Florida building codes, permitting, and construction processes

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### Physical Requirements

The physical demands described here represent those that must be met to successfully perform the essential functions of this role. Reasonable accommodations may be made for individuals with disabilities.

- Regularly required to walk, stand, talk, hear, reach, kneel, crouch, crawl, and use hands to operate tools and equipment
- Frequently required to stand for extended periods
- Occasionally required to lift and/or move up to 100 pounds



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- Specific vision requirements include close, distance, color, peripheral, depth perception, and ability to adjust focus
  - Must be available to work weekends, nights, and extended hours as needed
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### **Salary and Benefits**

Salary is commensurate with qualifications and experience. The Club offers a competitive benefits package including health insurance, retirement plan, paid time off, and professional development support.

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### **Apply Today**

To apply, please submit your resume and a cover letter addressed to **Mr. Daniel Giroux, Assistant General Manager**, outlining your qualifications, leadership philosophy, and experience managing high-end facilities.

Email submissions to: [hr@portroyalclub.org](mailto:hr@portroyalclub.org)

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