

BUILDING AND FACILITIES MANAGER PROFILE: BRAE BURN COUNTRY CLUB PURCHASE, NY

THE BUILDING AND FACILITIES MANAGER OPPORTUNITY AT BRAE BURN COUNTRY CLUB

Brae Burn Country Club, a prestigious, family focused club located in Purchase, New York, is searching for a hands-on building and facilities manager too oversee the entire campus and provide leadership and guidance to the General Manager and the Board of Directors. The club embodies the concept of “family” with a very social and inclusive membership and a collaborative, professional and supportive team. Successful candidates have experience positively leading a team of employees to ensure a safe, clean, functional and attractive club for the membership. If you have a track record of leading high quality, safe and consistent operations, as well as a passion for “creating a home away from home for members and guests,” look at the career opportunity as building and facilities manager at Brae Burn Country Club.

The Building and Facilities Manager is responsible for the overall maintenance of the buildings, tennis courts, paddle tennis, grounds, pool, landscaping and amenities of the club. The Brae Burn Country Club is looking for a strong leader that understands its history and culture and can:

- Provide leadership and direction for the staff and for the board.
- Has quality knowledge of unions.
- Has exemplary written and verbal communication skills.
- Well-developed administrative skills/delegator skills.
- Event planning experience.
- Electrical, plumbing, HVAC and boiler experience

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

BRAE BURN COUNTRY CLUB

Located in the heart of New York’s prestigious Westchester County, Brae Burn Country Club (BBCC) has been a cherished part of the community since its founding in 1964. Today, its beautifully renovated interiors and elegantly landscaped grounds continue to offer a setting of unparalleled grace for private and corporate events as well as a rich array of activities for members.

In addition to an active food and beverage program, the club offers a championship, 18-hole golf course with a history of hosting multiple tournaments including the multiple Westchester Opens and local and sectional U.S. Open qualifying tournaments. The club also has 11 Har-Tru tennis courts, an expansive pool overlooking the golf course and a state-of-the-art fitness center.

BRAE BURN COUNTRY CLUB MISSION STATEMENT

“To create a home away from home for the members and guests.”

BRAE BURN COUNTRY CLUB BY THE NUMBERS

- 311 members
- \$9.5 Gross annual Income
- 57 is the average member age
- 160 total employees in season
- Approximately 10 direct reports

BUILDING AND FACILITIES MANAGER POSITION OVERVIEW

The Building and Facilities Manager (BFM) is responsible for overseeing all of the club's buildings, common grounds, pool, tennis courts and amenities. Manages a comprehensive facilities maintenance program to maintain the quality of all club facilities in accordance with sound engineering practices. Oversees day-to-day operations of department and personnel; directs service calls; repairs, alters and installs work according to developed or pre-set guidelines; troubleshoots malfunctions; and responds to service calls. Carry out, supervise or coordinate all club repairs and general maintenance needed for equipment, furniture, masonry, building structures and utilities to maintain the club property in optimal condition and appearance. Oversees day-to-day operations of the Club Grounds and works closely with the General Manager to enforce Guidelines.

The ideal candidate will be:

- Extremely organized and detail oriented, and possess great observational skills
- A proactive, results driven manager
- An excellent communicator
- An inspirational Team leader
- A strong delegator and mentor
- An open and responsive Team member
- Loyal and trustworthy with uncompromising integrity

Job Knowledge, Core Competencies and Expectations

- Have a knowledge of soft court tennis courts maintenance, repairs and seasonal openings and closings.
- Mechanically inclined with all-around knowledge of mechanical systems, plumbing, electrical and refrigeration. Hands-on capabilities for repairs.
- Organizational abilities to coordinate club projects and renovations.
- Demonstrated ability to manage multi-discipline projects and utilize technical support staff.
- Appropriate analytical skills, attention to detail, organizational and project management skills.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; Skilled in following safety practices and recognizing hazards.
- Have a knowledge of soft court tennis courts maintenance is a plus.

Job Tasks/Duties

- Daily supervision of court maintenance and repairs. Communication with Director of Tennis regarding conditions.
- Prepares annual budgeting of repair and maintenance, grounds, powerhouse and capital expenditures.
- Plans, implements and administers preventive maintenance programs.
- Administers and directs all major and minor repairs and improvements. Procures bids and contracts required for all improvements. Coordinates in-house retrofit and cosmetic improvement program as directed by management.
- Supervises the purchasing of all goods and materials; initiates purchase orders for physical plant and facilities maintenance supplies, machinery, equipment, parts and services, as required.
- Maintains and monitors fire, phone, data, music, cable and TV systems for all facilities.
- Conducts daily facilities walkabouts and specific site inspection on an as-needed basis.
- Maintains work order database on a daily basis; trains and schedules staff.
- Consults with the General Manager and architectural standards and infrastructure committees for budget approvals and endorsement of major projects.
- Effectively coaches and mentors' employees; proactively supports employee involvement and development; counsel's employees on performance standards; and conducts timely performance reviews.
- Responsible for maintaining a clean and safe working environment with continual emphasis on promoting employee health and safety. Assists in training colleagues in proper safety techniques.
- Coordinates the servicing and repairing of systems for lighting, heating, ventilating, fire, drainage, plumbing, electrical, painting and related maintenance activities.
- Monitors all work done by outside contractors and communicates the status of each project to the General Manager.
- Maintains accurate maintenance and repair records of equipment and machinery.

- Hires, supervises, schedules, trains and evaluates Repair and Maintenance Mechanics, Plumbers, Electricians, Tennis & Grounds Crew, locker room and Custodial Staff.
- Supervises the maintenance of common areas, swimming pool water, lawns, shrubbery and trees, tennis courts, swimming pools and other recreational areas.
- Ensures that all building maintenance and repair activities are identified, scheduled and completed.
- Issues supplies and equipment to employees.
- Collects maintenance and work orders from department heads for approval by the General Manager.
- Maintains inventory of cleaning, maintenance, repair and related supplies.
- Assists with preparation of special functions, parties, tournaments, etc., by installing tents, setting tables and chairs and constructing display pieces.
- Helps develop and maintain a resource management plan that outlines short-term and long-term requirements for repair and maintenance, capital replacement and capital requirements.
- Ensures the maintenance of club vehicles and equipment.
- Assures that all requests are completed and carried out precisely as requested by homeowners. Charges and billing are completed for all services provided.
- Performs other duties as assigned by the General Manager.

CANDIDATE PREFERRED EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree in Civil Engineering or related discipline preferred
- Minimum of 3 years' experience in facilities management position
- Strong understanding of clay court maintenance, previous experience in preparing Har-Tru courts is a plus. Candidate should also be willing to attend a clay court maintenance seminar.
- Knowledge of platform tennis courts including the surface, screens, and able boards and the ability to make minimal repairs and help consult with outside contractors when required
- Knowledge of squash wooden flooring, front and sidewall surface plus a good understanding of glass back wall
- Able to read and understand complex electrical, mechanical and automation systems
- Working knowledge of electrical, mechanical and HVAC systems
- Demonstrate leadership skills
- Impeccable verbal and written communication skills
- Excellent project management skills
- Housekeeping organization skills
- Landscaping master planning and regular maintenance
- Pool and aquatics facility understanding and protocol (Local and State license desired)
- Work effectively with the club's committees and General Manager

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club, along with the typical senior staff benefits, offers an excellent bonus and benefit package.

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.

Preparing a thoughtful cover letter of interest and alignment with the above noted expectations and requirements is necessary. Your letter should be **addressed to Mr. Stuart O'Connor, General Manager/COO of Brae Burn Country Club**, and clearly articulate why you want to be considered for this position at this stage of your career and why Brae Burn Country Club and the Metropolitan New York area will be beneficial to you, your family, your career, and the Club if selected.

Your interest in this role must be communicated in the above manner no later than April 12, 2021 and preferably sooner or the applicant will be rushed to perform additional application prerequisites. Interviews are expected to occur in early May with the new Facilities Manager assuming his/her role in a reasonable amount of time thereafter.

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

“Last Name, First Name - Resume”

“Last Name, First Name - Cover Letter – Brae Burn CC”

(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 Patty Sprankle: patty@kkandw.com

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

LEAD SEARCH EXECUTIVE:

Len Simard, Search Executive

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