

Facilities Manager Pd (\$5400 annually - \$450 x 6)

Summary:

This is a bonded paid staff position, reporting directly to the Executive Board of Officers.

Acting under approved Board policies will engage and supervise in the activities toward providing a safe and enjoyable Facility, including but not limited to the following:

- develop, maintain and implement a five (5) year Facility Improvement strategy
- maintain liaison role with Aquatics Manager and Lifeguards
- receive and resolve club membership concerns and issues relating to Facility operations. Aquatics program questions or issues are to be redirected to the Aquatics Manager.
- Maintains final authority and responsibility on all actions or compliance issues relating to the Facility, its grounds, the Pool's pump room / equipment, and support equipment for entertainment offerings.
- Maintains budgetary compliance to expenditures while contributing to annual budget planning/improvement planning activities.
- Attends all Board meetings, unless directed otherwise, but does not vote on motions before the Board. Functional accountability occurs directly to the Board's President for daily operational chain of command and communications issues.

Salary

\$5,400 annually, payable \$450 per month for the fiscal operating year, beginning March 1st and ending February 29th of the following year. Includes a free Family LRCC membership with full rights and privileges.

Qualifications / Skills / Experience

- Must have working knowledge of electrical, plumbing and mechanical systems; capable of general carpentry skills and knowledge; possess managerial, leadership and fiscal budget abilities; be available 2-3 hours per day during operational season - seven (7) months beginning April 1st through October 31st.
- Must gain the respect and admiration of the Club's Membership, Executive Board, Staff peers, and Employees.
- Must demonstrated poise, confidence, maturity, tact and leadership in all dealings with the Membership and their Guests during problem resolution opportunities.
- Must possess a positive attitude, strong attention to detail, accountability, and maintain a well organized approach with clear communications of needs or expectations.

Functional Responsibilities

Pre-Season: JANUARY – APRIL

- Attend Board meetings providing activity status as outlined by Executive Board requirements.
- Coordinate activities for successful Opening Day (order new keys, equipment replace / upgrade, prepare necessary signage, hire Assistant & Gardener).
- Attend annual March General Meeting (Membership renewal, Elections, Budget approval, Status Report).
- Prepare Lifeguard maintenance requirements and support training materials.
- Participate in annual orientation meeting between Lifeguards, Aquatics Manager & Executive Board Officers to review Club Rules, Operations Policies, Performance Expectations & Safety Concerns.

Operational Season: mid-APRIL to mid-OCTOBER

- Remain within operations budget guidelines notifying Board of any cost overruns; attend Board meetings.
- Assist in the Board sponsored planning committee's activities for annual Off Season Work Party.
- Maintain a safe and enjoyable Club Facility for all members to use. Support planned Swim Team and Social functions as required.
- Meet SC County Health officer when they appear; take necessary action; report event and status to Board.

Post-Season: SEPTEMBER – DECEMBER

- Develop performance reviews for Assistant and Gardener positions; conduct performance reviews with staff; complete next season re-hire ranking status report.
- Submit written Season-In-Review report, by September's end, to the Board for discussion.
- Report to include, but are not limited too: Operations Review / Complainants / Pool Usage Activity / Lifeguard Program Performance / Equipment Performance / Re-Hire Ranking Report / Recommendations.
- Participate in the Board appointed Budget Committee to construct forthcoming year's operational budget.

Scope of Duties

Fiscal / Budget Accountability

- Operate within annual prescribed budgetary guidelines, reporting monthly to the Executive Board in situations of operation cost overruns.
- Secure credit accounts and maintain financially responsible relationship with companies providing supplies and/or services to the LRCC.
- Fully responsible for the section "Facility Management" itemized on financial performance tools (Annual Income Statement; Monthly Income / Expense Report). Replace Janitorial, Pool chemical, and equipment maintenance supplies on an as needed basis. **Budget compliance is a key performance measure.**

Accessibility

- Maintain an established, visible schedule of maintenance activities on a weekly basis. Schedule to be developed and approved by Facility Manager for proper coordination during seasonal operating period.

Membership Liaison Role

- Responsible for developing a friendly, cordial relationship with the General Membership.

Aquatics Manager Liaison Role

Swim Team Coordination Role

Daily Activities

- Align all chairs and tables nightly

Weekly Activities

- Transfer all garbage to dumpster; move dumpster out for pick-up on Tuesday nights.

Monthly Activities

Annual performance review by Executive Board directly affects following season's hiring opportunity.