

Bryn Mawr Country Club- Facilities Manager

We are seeking a facilities Manager to maintain and oversee all facilities and equipment to ensure proper function and all necessary steps of preventative maintenance are being performed. Their duties include negotiating contracts with service providers, inspecting facilities to meet safety regulations, and coordinating renovations and updates. The facilities manager will oversee all building(s) and ground maintenance. They will be responsible for ensuring the facilities are well maintained, safe, up to code, and fully operational. The facilities manager will also be responsible for managing contractors, training new employees, and working with third-party vendors. Direct and oversee the club's maintenance and houseperson departments.

- Carry out, supervise, and coordinate all clubhouse repairs and general maintenance needed for all equipment, furniture, masonry, and building structure(s). Supervise repair/maintenance teams.
- Supervise repair/maintenance personnel, houseperson and laundry departments.
- Hires, trains, supervises repair/maintenance.
- Schedules hours of work for department staff
- Plans and schedules PM work for all areas of the club and its equipment.
- Oversees and performs on-going building and property maintenance activities.
- Completes minor repairs on equipment. • Operates and maintains equipment
- Maintains equipment inventory.
- Coordinates purchasing to procure parts and items needed for maintenance, completion of work orders and general department supplies.
- Prepares and monitors budgets for the facilities department; takes corrective action as needed to help assure that budget goals are attained.
- Attends staff meetings and coordinates efforts to schedule work activities.
- Oversees daily water checks on swimming/whirlpool water and filtering systems for positive health protection.
- Controls all key systems.
- Works with planners and coordinates remodeling of club areas.
- Maintains an on-going energy management program for property's HVAC and lighting systems.
- Assists in checking: fire protection and certification, safety requirements, OSHA, state and local required programs for operation and all training for personnel on their use.
- Promotes an operational plan for daily, weekly, monthly and annual maintenance
- Manages the club's on-going preventative maintenance program.

- Maintains a log for all equipment repairs.

Requirements: 5 + years of experience

- Strong leadership skills to effectively manage a team
- Knowledge of logic controllers and mechanical systems
- Proficiency in English, both written and verbal
- Experience with HVAC systems and industrial maintenance
- Project management skills to oversee repairs and renovations
- Familiarity with high voltage systems and electrical safety protocols
- Ability to fabricate or repair equipment as needed
- Strong problem-solving abilities to address facility issues

Job Type: Full-time

Pay: \$90,000.00 - \$100,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance Schedule:
 - 10 hour shift
 - Monday to Friday
 - Weekends as needed

Work Location: In person

Email resumes to: gm@brynmawrcountryclub.com