



Operations Manager

Overview

Lake Limerick Country Club (LLCC) is a private community nestled in Mason County, Washington. The Operations Manager is responsible for providing leadership, direction, and guidance to the greens, facilities, and golf pro shop teams as it pertains to the short and long-term maintenance, safety, and environmental operational activities. The Operations Manager will collaborate with the various board members and committees on maintenance matters and projects in the community. The position will work closely with the General Manager in achieving operational and fiscal goals for Lake Limerick Country Club. This position reports directly to the General Manager.

Responsibilities include, but not limited to:

1. *Compliance:*
 - a. Performs all monthly, quarterly and annual inspections.
 - b. Performs annual process and property inspections that encompass all aspects of operational competency, safety, and environmental compliance.
 - c. Compiles the data into a report of facts and recommendations for improvement or corrective actions to the Address and resolve inquiries, providing exceptional service to ensure satisfaction.
 - d. Reviews and validates data housed in LLCC's software of record for accuracy, integrity and compliance.
 - e. Create and manage operations maintenance calendar to ensure preventative maintenance is completed and equipment operation is excellent.
2. *Financial:*
 - a. Annual submission of budget for responsible departments.
 - b. Financial management and reporting for departments.
 - c. Contract management and submissions to the General Manager.
 - d. Timely processing of invoices and monthly reconciliation.
3. *Project Management:*
 - a. Responsible for the recommendation of annual projects and preventative maintenance of amenities and facilities.
 - b. Development of scopes, requests for proposals, and contract management for all projects at LLCC.
 - c. Build and maintain a vendor / contractor base to support operations.
 - d. Leverage data from experts (i.e. a reserve study) to drive decision-making and budget allocation.



4. **Leadership:**

- a. Work with the General Manager to improve processes and management methods to generate above budgeted net income
- b. Perform all tasks typically associated with managing staff such as, recruit, hire, train, coach, evaluate and discipline, up to and including termination of direct reports. Ensures the Community Director and are satisfactorily leading his/her team to meet the goals and expectations set forth.

Qualifications:

- An undergraduate degree from an accredited college or university with a focus in Business Administration, Engineering, Construction Management, or other related discipline is preferred
- 5 years of Facilities Management experience within an HOA or multi-family industry
- Have knowledge of the following trades/skills: electrical, HVAC, plumbing, carpentry, and general building maintenance and five or more years' experience in facilities maintenance
- Strong computer skills with MS Office Suite (Word, Excel, PowerPoint, and Outlook)
- Strong verbal and written communication skills
- Ability to work effectively with employees at all levels of the organization as well as working with the LLCC Board of Directors, committee members and members of the community.
- Requires a self-motivated team player who pays close attention to detail and who can prioritize in a fast-moving environment.
- Must demonstrate strong organizational skills, ability to multi-task and prioritize effectively.

Compensation:

We are committed to offering competitive compensation for all our positions at Lake Limerick Country Club. The hiring range for this position is generally between \$70,000 to \$80,000 per year, exclusive of fringe benefits. Final salaries will be determined based on factors such as skills, education, licenses, certifications, and/or experience.

All candidates must be able to pass a background check prior to starting employment.