



Facilities Manager – Vesper Country Club

About Vesper Country Club

Vesper is a private, member-owned, family-oriented club edged on the banks of the Merrimack River in Tyngsboro MA. Vesper is rich in history and tradition, committed to providing a fun and inclusive country club experience for all members and guests. The club was established in 1875 and has 450 members. Vesper includes an 18-hole championship Donald Ross golf course, 4 tennis courts, 4 pickleball courts, a swimming pool with poolside café, a main clubhouse, golf house and 9th hole snack shack. The club is open 7 days a week in season mid-April through October and limited days in November, December, and March. The club is closed for the months of January and February.

Position Overview

The Facilities Manager is a full-time year-round position that oversees the day-to-day club facilities (excluding the golf course). Responsible for maintenance and routine upkeep of building systems and equipment. Oversight of the housekeeping department and outside contracted services.

Primary Responsibilities

- Responsible for the service and repair of systems for lighting, heating, ventilating, fire, drainage, plumbing, electrical, painting, and related maintenance activities.
- Administers and directs all major and minor repairs and improvements. Requests bids and contracts required for all special projects.
- Performs preventative maintenance assignments on a scheduled basis.
- Responsible for the purchasing of all goods and materials for facilities department; initiates purchase orders for physical plant and facilities maintenance supplies, machinery, equipment, parts, and services, as required.
- Manages contracts and contracted services that pertain to the maintenance of the facility.
- Maintains and monitors fire and building alarm systems for all club facilities and responds to calls accordingly.
- Conducts daily facilities walkthroughs and specific site inspection on an as-needed basis.
- Assists in preparing all necessary reports required by the city and county concerning safety, health and fire and provides for the renewal of all permits and licenses.
- Responsible for maintaining a clean and safe working environment with continual emphasis on promoting employee health and safety.
- Maintains accurate maintenance and repair records of equipment and machinery.
- Oversees the maintenance of the pool area and equipment including inspections, chemical purchases, and inventory.

- Hires, supervises, schedules, trains, and evaluates housekeeping staff.
- Ensures that all building maintenance, repair, and cleaning activities are identified, scheduled, and completed in a timely manner.
- Responds to emergencies at any time.
- Maintains inventory of cleaning, maintenance, repair, and related supplies.
- Assists with preparation for special functions, parties, and tournaments.
- 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 a highly efficient safety program with an emphasis on awareness, discipline, and compliance.
- Respond in a courteous manner to all department and member/guest maintenance issues and requests.
- Responsible for managing payroll and expenses in accordance with approved budget.
- Attends staff meetings as required.

Required Skills

- Minimum of 3 years' experience in similar role and responsibilities.
- Well-versed in technical/engineering operations and facilities management best practices.
- Excellent organizational skills and the ability to multitask.
- Must be detail-oriented and work effectively while meeting all applicable deadlines.
- Strong verbal and written communication skills.
- Previous country club experience is strongly preferred but not required.
- CPO certified preferred but not required.
- Proficient with Microsoft word, excel, and other basic computer functions.
- Valid driver license required.

Compensation/Benefits

- Competitive salary based on qualifications and experience
- Health/Dental/Vision Insurance
- Holiday Bonus
- Cell Phone Allowance
- Car Allowance
- Clothing Allowance
- Mileage Reimbursement
- Paid Time Off
- 401k with Employer Match
- Employee Meals

Please send cover letter and resume to:

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