

FILOLI

Facilities Technician

Filoli is looking for a talented candidate to join the Filoli Maintenance Department. The Facilities Technician will be responsible to provide essential support for many of the organization's events and activities, as well as some general maintenance. The critical part of this position is to demonstrate high standards of quality in maintenance and facilities work for this beautiful historic estate.

Regular full-time, eligible for full benefits. The typical schedule is Sunday from 8:00am-4:30pm and Monday – Thursday from 7:00am to 3:30pm. The ability to support a flexible schedule and flexible work environment covering necessary duties as needed.

Please note: There is no public transportation to this site so reliable transportation and possession a valid California Driver's License is critical.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain electronic work records, maintenance reports as directed
- Perform scheduled and unscheduled repairs as needed or required to maintain daily operations:
 - Carpentry, concrete pouring, minor roofing, general construction, painting, basic plumbing (clogged drains, minor leak repair, faucet replacement, etc.), demolition, general repairs (sprinkler irrigation system, doors, windows, screens, locks, light bulbs, ballasts for fluorescent fixtures, etc.) and basic HVAC/boiler work/change filters, seasonal fieldwork (brush clearing, mowing, gravel road repair, culvert clearing and repair)
- Set up for events including but not limited to:
 - Set up tables, move furniture and other items, move and install plant racks, platforms, lights, etc.
- Respond to emergencies and assist emergency responders
- Shipping and Receiving:
 - Receive, check and sign for boxes delivered by freight trucks, unload and safely store deliveries (including oversized or heavy boxes), unload, sort and move concrete items such as fountains, statuary, and deliver boxes to the Garden Shop area
- Trash handling:
 - Collection and disposal of garbage from points throughout the property, breaking down of boxes from the Clock Tower Shop inventory, and crushing of cardboard and recycle materials
- Provide consistent and predictable punctuality, attendance and dependability

Education and Experience:

- Minimum of 5-7 year in directly related experience in building or property maintenance – historical preservation a preference
- Welding experience is a plus

Skills and Abilities

- Ability to communicate (listening and speaking) effectively with visitors, members, volunteers and employees of the organization. This also includes emergency response personnel (fire, ambulance, police, etc)
- Ability to safely use small equipment (chainsaw, blower, chipper, mowers)
- Understanding of basic residential electrical (circuits, breakers, 220 power)
- Ability to use general maintenance tools and equipment (skill saw, table saw, chop saw, drill press, etc.)
- A mechanical aptitude with an ability to troubleshoot and repair equipment
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.
- Ability to maintain a positive, calm demeanor and professional manner at all times;
- Ability to generally use MS office programs, including Excel and Word
- Ability to be responsive to a large number of diverse needs while focusing on high priority tasks; ability to multi-task
- Ability to demonstrate a strong attention to detail and quality of work
- Ability to demonstrate consistent and predictable punctuality, attendance and dependability
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals

Physical demands

- Ability to lift and carry up to 60 lbs.
- Ability to tolerate heights and work from an extension or 12' ladder
- Use hands to touch, manipulate, handle, and feel; reach with hands and arms; talk and hear,
- Specific vision abilities include close vision, color vision and ability to focus vision,
- Walk, reach, lift, carry and bend frequently, as well as stand and/or sit for long periods of time ,
- Ability to hear and speak to visitors, members, volunteers, staff and emergency responders on the phone and in person, as well as hear and respond to emergency broadcasts,
- Move about to different buildings located on the grounds, navigate stairs to the second floor and other areas of the property to accomplish tasks and provide assistance in an emergency situation,
- Absolutely no smoking of any kind anywhere on property

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: careers@filoli.org
2. The email subject line must say: **Facilities Technician**
3. Please, no phone calls

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.