

Facilities Coordinator

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

SUMMARY

The Facilities Coordinator assists the Director of Facilities by coordinating projects, managing work orders and event support, maintaining records and organizing inventory and purchases. The critical part of this position is to maintain high standards of quality in maintenance and facilities work for this beautiful historic estate and public garden. The Facilities Coordinator will help ensure that construction projects and Facilities related work is on schedule, within budget, cost effective, and appropriate to meet Filoli's historic preservation principles. Another key responsibility of this position is support of all Filoli events, rentals and staff work environments.

This is a year-round, full-time and benefit eligible position (30-40 hours per week, flexibly scheduled). The typical schedule is Sunday-Thursday or Tuesday-Saturday (8:00am-4:30pm), although the position may require some additional weekend, evening, or holiday work. Major events can continue over many days. The Facilities Coordinator should have the ability to support a flexible schedule and work environment, covering necessary duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Leadership

- Coordinate facilities, collections, and garden projects with Director of Facilities, Director of Horticulture, and Director of Museum Collections and Curator as appropriate;
- Coordinate daily operational support with Visitor Services, Events, and Administration to ensure smooth daily operations;
- Uphold customer service standards and serve in a support capacity and maintain positive interactions with all customers - staff, visitors, and vendors;
- Participate in operations meetings as needed;

Facilities

- Work with the Director of Facilities to prioritize and coordinate property projects;
- Use IMPAK Facilities Maintenance System, Project Mgmt Software, and Google Apps Suite, and other communication resources to respond to and manage work orders requests;
- Coordinate work orders and communicate on-going status of projects to staff;

- In collaboration with Events, coordinate Facilities responsibilities for supporting the full lifecycle of events;
- Organize and maintain accurate inventory of facilities supplies and equipment;
- Work with Director of Facilities to purchase necessary supplies and equipment, as well assist with the administrative tasks;
- Coordinate building and equipment preventative maintenance schedules with the input of Facilities Director and Leads;
- Maintain “as built” construction drawings of new projects;
- Maintain electronic work records and maintenance reports as directed;
- Act as the alternate staff technical expert for computers, telephones and voicemail systems, and other control systems;
- Be responsible for weekend and evening maintenance coverage as scheduled;
- Assist Facilities team with scheduled and unscheduled repairs as needed, which may include:
 - General construction (carpentry, concrete pouring, minor roofing, welding, painting, demolition);
 - Basic plumbing (clogged drains, minor leak repair, faucet replacement, etc.);
 - General repairs (sprinkler irrigations system, doors, windows, screens, locks, light bulbs, ballasts for fluorescent fixtures, etc.);
 - Basic HVAC/boiler work/change filters;
 - Seasonal fieldwork (brush clearing, mowing, gravel road repair, culvert clearing and repair);
- Assist with preparation and set up for events including:
 - Set up tables, move furniture and other items;
 - Move and install plant racks, platforms, lights, etc.;
 - Carry cases of wine and beverages to appropriate locations;
 - Replace paper goods in bathrooms;
- Assist with shipping and receiving activities:
 - 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;
- Report any public safety issues to management;
- Maintain a clean and safe work space; responsible for the care of equipment;
- Respond to operational emergencies and assist emergency responders;

General

- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli’s policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Education and/or Experience:

Associate or bachelor degree, preferably in Facilities, Construction, or Project Mgmt. Other relevant technical training certificates may also be considered. Two or more years of project coordination experience or an equivalent combination of education and experience.

Core Competencies:

- **FACILITIES EXPERIENCE** – Minimum of two years working in facilities, property management or real estate. Experience working with architects, engineers, inspectors, contractors, government agencies and museum staff at all levels. Experience in reading and interpreting blueprints, plans and specifications. Experience with Fire Marshal and SMC Environmental Health inspector policies and procedures, as well as building permitting policies and procedures. Demonstrated knowledge of regulatory requirements, OSHA regulations and workplace/staff safety regulations. Certification from the International Facilities Management Association a plus.
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Knowledge and experience in planning schedules and maintaining a project budget. Understanding of project management protocol and procedures. Effective teamwork skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- **LEADERSHIP** – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- **DIVERSITY, EQUITY, AND INCLUSION** – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- **COMMUNICATION SKILLS** – Strong written and verbal skills with visitors, staff and vendors. This also includes emergency response personnel (fire, ambulance, police, etc). Experience in excellent customer service and diplomacy within the work environment.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- **COMPUTER SKILLS** – Strong proficiency with email, basic Google & MS applications, as well as project management software (Smartsheet, MS Project, or equivalent). Experience with IMPAK or similar facilities management CMMS software is a plus.
- **AVAILABILITY** – Maintain a flexible work schedule that includes evenings and weekends to meet the demands of executive management.

Skills and Abilities:

- Strong organizational and project management skills;
- Ability to handle multiple projects and work in a fast-paced environment;
- Ability to communicate clearly both verbally and in writing within departments at all levels; ability to effectively interact with a diverse professional staff both independently and as a team member in a busy environment;
- Work collaboratively with other departments to facilitate the implementation of programs, the smooth flow of information and the coordination of events;
- Demonstrate a strong attention to detail and quality of work;
- Maintain a positive, calm demeanor and professional manner at all times;
- Possess understanding of basic residential electrical (circuits, breakers, 120/240 power);
- Familiarity with general maintenance tools and equipment (skill saw, table saw, chop saw, drill press, etc.);
- Have a mechanical aptitude to appreciate the coordination of basic Facilities repair;
- Read and interpret documents such as construction plans, safety rules, operating and maintenance instructions, and procedure manuals;

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required. This coordinator may be required to obtain certificates and licenses in the facilities trades based on department needs.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Stand, walk across uneven terrain, climb ladders (extension or 12' ladder) and stairs, balance, stoop, kneel, crouch, crawl, reach, handle, lift, carry, push and bend frequently, as well as sit for long periods;
- Lift and carry up to 60 lbs.;
- Move quickly and provide assistance in an emergency situation;
- Able to drive vehicles and large garden equipment.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, but there are occasional (2-3x a day) when the noise level requires the use of protective gear to shield ears. Due to the use of garden equipment and possible airborne debris, the use of protective eye gear is required when appropriate.

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: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.

3. Please, no phone calls.
4. Thank you for your interest in Filoli!

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

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