



Trail & Natural Lands Technician

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 Trail and Natural Lands Technician works towards Filoli's efforts in the restoration and management of natural resources in alignment with the Natural Resources Management Plan. The technician implements integrated and innovative natural resources strategies that promote biodiversity and a healthy ecosystem. Resource strategies also align with the protection of the cultural resources and promoting sustainable working lands which are resilient to climate change.

As a hands-on role, the technician performs work related to resource management including restoration, weed control & wildlife, trail maintenance, facilities maintenance and construction and land management, including grazing and building leases, easements and water rights. The technician will also focus on land conservation and vegetation management projects.

This is a full-time, non-exempt, hourly, and year-round position. Depending on candidate experience, the hourly rate range for this position is \$34.00 to \$36.00. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. The technician will occasionally work weekends and evenings so flexibility is important to meet the needs of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Natural Lands

- Recommend and implement a variety of work tasks including: habitat improvement actions, trail alignments, grazing strategies, and infrastructure improvements;
- Perform or oversee such activities as keeping inventory, purchasing, grounds and landscape maintenance, irrigation water management, carpentry, cleaning, removing trash, and making general repairs as necessary;
- Design and implement systems to construct, inspect, and maintain unpaved trails, structures, and various types of fences;
- Coordinate and participate in restoration activities such as seeding and maintaining native grasses and wildflowers, planting and maintaining native forbs, shrubs and trees;
- Coordinate and implement wildlife management activities such as population counts, surveys, etc., as well as habitat improvement and population management projects;
- Operate equipment necessary for maintenance, visitor amenities, and vegetation management projects, including tractor, mower, seed drill, spray and water truck, weed whip, chainsaw, table saw, dump truck, backhoe, loader, all-terrain vehicle, skid steer, chipper, and various hand and power tools;
- Clean and perform simple maintenance procedures for vehicles, equipment, and tools;
- Provide training and guidance to seasonal employees or contract laborers;
- Regularly evaluate publicly accessible natural lands to ensure public safety;

General

- Ability to provide the highest quality service to all customers in every interaction;
- Represent the highest standards in support of 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:

Education: A.A. degree with coursework in natural resources, environmental sciences, or biological sciences OR a combination of equivalent education and directly related work experience.

Core Competencies:

- **NATURAL LANDS and TRAILS MAINTENANCE EXPERIENCE** - Minimum of 2 years of increasingly responsible experience in maintenance of natural lands and cultural landscapes (parks, open space, forests or public recreation areas and/or related facilities).
- **PEOPLE AND PROJECT SKILLS** – Effective cross-functional collaborative capacity and ability to develop team leadership skills. 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 oral and written communication skills.
- **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 and knowledge of Microsoft Office products and Google Applications.
- **AVAILABILITY** – Maintain a flexible work schedule that includes evenings and weekends to meet the demands of executive management.

Skills and Abilities:

- Maintain a positive, professional manner at all times;
- Demonstrate practical thinking;
- Be proactive with an engaged approach;
- Work diplomatically with a diverse group of staff;
- Ability to remain calm and demonstrate flexibility to meet changing needs and expectations;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required. Based on department needs, the technician may be required to obtain the following certifications: Pesticide Applicator Certification, Arborist Certification and Emergency Response Certifications (First Aid/CPR).

PHYSICAL REQUIREMENTS

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

- Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle;
- The job involves fieldwork requiring frequent standing and walking across uneven terrain in operational areas to identify problems or hazards. Ability to bend, stoop, kneel, crouch, crawl, reach, balance and climb to perform work and inspect work sites.
- Employees must possess strength sufficient to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

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.