



## Director of Facilities

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

Under the general direction of the Chief Operating Officer, the major role of the Director of Facilities is to preserve and maintain historic and modern structures and support the activities of all Filoli operations and programs. The Director of Facilities closely coordinates all support operations with other department managers. In line with the Strategic Plan, this position directly supports infrastructure goals by managing maintenance and facilities work while upholding high standards of quality for the historic estate, public garden, and natural areas.

The Director of Facilities position is full-time, exempt and benefit eligible and the salary will be based on candidate experience. This position is eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k) (eligible after 6 months of employment), vacation, sick leave and holiday pay. **In order to fulfill essential duties and responsibilities, the Director of Facilities is required to live on property.** The Director of Facilities should have the ability to support a flexible schedule and work environment, covering necessary duties as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Independently manage the Facilities Department in support of Filoli's overall strategic direction;
- Oversight for annual department planning and in creation of overall annual operating plans (as aligns with Strategic Plan);
- Significant responsibility in tracking and reporting for strategic alignment and other success measures;
- Keep the Chief Operating Officer apprised as to the condition of the various buildings and roads on the estate and make recommendations as to the priority of maintenance projects;

- Develop and manage protocols for waste management to achieve sustainability goals
- Plan, schedule and coordinate the work and projects of facilities staff;
- Establish and supervise overall quality standards for the work of the Facilities Department;
- Primary oversight for partners and contractual relationships: designs relationship or defines work; signs contracts/MOUs; actively leads relationships; integrates internally; participates externally as needed (especially in partnerships);
- Coordinate with Events Department to ensure proper set-up and take-down for rental and Filoli events;
- Provide ongoing communication to Events Department about event planning progress and manage facilities staff tasks accordingly;
- Coordinate with Collections Department and Horticulture Department to support preservation goals and maintain facility
- Coordinate with Visitor Services Department to ensure systems are in place and maintained for a safe, enjoyable, and quality experience for visitors.
- Maintain and monitor telephone system and technology infrastructure;
- Enforce safety and training standards on the use of all equipment, including equipment used by volunteers;
- Ensure adequate protective clothing and safety measures are used in accordance with the Filoli Safety Plan;
- Maintain detailed records on repairs, renovation or restoration of any structure on the estate utilizing a facilities maintenance software program
- Approve the purchase of all parts and materials used in the execution of maintenance projects and vehicle repair tasks;
- Maintain detailed records on maintenance tasks to be completed on an annual or other established time schedule;
- Oversee repairs, event set up and break down and shipping/receiving projects done by Facilities Department;
- Partner with others in the administration of safety programs, accident prevention, emergency communication and documentation of training;
- Respond to emergencies and assist emergency responders;
- Report any public safety issues to management;

### **Personnel and Budget**

- Directly manages facilities personnel or relevant contract professionals: responsible for scheduling, training, evaluating, counseling and all coordination with Human Resources;
- Oversees all aspects of Facilities Department budget planning and communication;
- Purchase and control inventory of Facilities Department tools, power equipment, supplies, services, vehicles, etc. as funded by the approved budget;

### **Leadership**

- Ensure Facilities Department is supporting and upholding Filoli policies and procedures;
- Lead internal relationship development to ensure cross-departmental initiatives;
- In coordination with development, participate in the fundraising process, including direct solicitation, project proposals and reporting;
- Within field of expertise, participates in local, regional and national conferences and conversations;
- Participates in a monthly Leadership Team Meeting;

## **General**

- Resolve daily problems and confer with the Chief Operating Officer on matters of importance or departure from usual operating practices;
- Partner with all Department Managers on structural repairs and improvements in the garden, museum, office environments, retail shop, and visitor spaces
- Organize and schedule the set-ups needed for various fundraising events, education programs and meetings;
- Provide on-site support for all special events and programs;
- Provide support to the Clock Tower Shop in the area of shipping and receiving;
- Work closely with the Director of Retail Operations and key volunteers to plan for the set-up and break-down of merchandise during the Holiday event;
- 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;
- Fulfill expectations as listed in Filoli Expectations for Directors, Managers and Supervisors (see attached).

## **SUPERVISORY RESPONSIBILITIES**

Job titles of those who report **directly** to this position currently are Facilities Lead (FT) and multiple Facilities Technicians (FT).

## **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:** Associate's or Bachelor's Degree in Facilities Management, Construction Management, Mechanical Engineering, Property Management or related area of study or a combination of education and experience equivalent to a 4-year college degree;

### **Experience:**

- Minimum of 8-10 years in directly related experience in building or property maintenance (historical preservation preferred);
- Minimum of 5 years supervisory experience of 3-5 employees;
- Strong proficiency and knowledge of Microsoft Office products and Google Applications;
- Trade certification in electrical, plumbing or HVAC is a plus.

### **Skills and Abilities:**

- Work collaboratively with other departments to facilitate the implementation of programs, the smooth flow of information and the coordination of events;
- Ability to develop training programs for staff development
- Maintain a strong safety training program with documentation
- Ability to multitask and be responsive to a large number of diverse needs while focusing on high priority tasks;
- Demonstrate a strong attention to detail and quality of work;

- Communicate (listening and speaking) effectively with Filoli visitors, members, volunteers and employees, including emergency response personnel (fire, ambulance, police);
- Maintain a positive, calm demeanor and professional manner at all times;
- Ability to safely use small equipment (chainsaw, blower, chipper, mowers);
- Possess 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.);
- Have a mechanical aptitude with an ability to troubleshoot and repair equipment;
- High proficiency in a PC, Windows environment and Microsoft Office products as well as Google Applications;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Driver's License is required. The Director of Facilities will obtain certificates or licenses in essential job disciplines as required to promote competence and continuing education. Disciplines may include: structural pest control, electrical, HVAC, plumbing, security, etc.

### **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](http://www.filoli.org)**  
Filoli is an equal opportunity employer who values diversity in the workplace.