



## Facilities Supervisor

**Filoli Historic House and Garden is a beautiful 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. At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories. We envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life.**

### SUMMARY

The Facilities Supervisor assists the Facilities Manager and the Garden Supervisor in planning, executing and acquiring parts to support special projects in addition to performing general maintenance duties. The critical part of this position is to demonstrate high standards of quality in maintenance and facilities work for this beautiful historic estate and public garden. A key responsibility of this position is support of all Filoli events, rentals and staff work environments.

This is a full-time, exempt position (30-40 hours per week, flexibly scheduled) that will require evening and weekend hours. Depending on candidate experience, the salary range is \$70,000 - \$75,000 and 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. Typically, the schedule is Sunday-Thursday or Tuesday-Saturday (8:00am-4:30pm), although the position may require some additional weekend or holiday work. Major events can continue over many days. The Facilities Supervisor should have the ability to support a flexible schedule and work environment, covering necessary duties as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Coordinate facilities, collections, and garden projects with Facilities Manager, Head of Horticulture, and Head Curator as appropriate;
- In the absence of the Facilities Manager, provide input and guidance on current projects to the Director of Property Operations;
- Assist in the design of major building projects and securing necessary permits;
- Develop and solicit bids for contract work and oversee completion of work to satisfactory standards;
- Research and recommend the purchase of specialized equipment and parts;
- Maintain “as built” construction drawings of new projects;
- Monitor and maintain records on water usage and quality;
- Assist in the maintenance of the automated watering system;
- Order and maintain records on the use of maintenance supplies used on the property;
- Act as the alternate staff technical expert for computers, telephones and voicemail systems, HVAC and other control systems;
- Be responsible for weekend and evening maintenance coverage as scheduled;
- Assist with scheduled and unscheduled repairs as needed or required to maintain daily operations including:
  - 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;
- Maintain electronic work records and maintenance reports as directed;
- Use systems and resources such as the Master Calendar and IMPAK Facilities Maintenance System to respond to and manage work orders and repair requests;
- Maintain a clean and safe work space; responsible for the care of equipment;
- Uphold customer service standards and serve in a support capacity and maintain positive interactions with all customers - staff, visitors, volunteers and vendors;
- Respond to emergencies and assist emergency responders;
- 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:**

**Education:** Minimum of high school GED or equivalent; additional education in Facilities Management, Construction Management a plus.

#### **Experience:**

- Minimum of 5-7 year in directly related experience in building or property maintenance (historical preservation preferred);
- Certificates in facilities trades 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 multi-task 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;
- Proficiency with email, basic MS Office and Google applications (including Excel, Word and electronic calendar);
- 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. This technician 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](http://www.filoli.org)**  
Filoli is an equal opportunity employer who values diversity in the workplace.