



## Facilities Technician I

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 Technician I is an entry-level position responsible for providing essential support for many of Filoli's events and activities, as well as some occasional 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 and public garden. This is an exceptional opportunity for someone to learn and grow while working with a highly qualified team of professionals.

Depending on candidate experience, the rate of pay will be \$17 to \$21 per hour. This full-time position (30-40 hours per week, flexibly scheduled) is typically scheduled Tuesday-Saturday (8:00am-4:30pm). It is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k) (eligible at 6 months of employment), vacation, sick leave and holiday pay. The Facilities Technician I should have the ability to support a flexible schedule and work environment, covering necessary duties as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Set up and break down for events including:
  - Set up and break down tables, move furniture and other items;
  - Move and install/remove plant racks, platforms, lights, etc.;
  - Carry cases of wine and beverages to appropriate locations;
  - Supply paper goods and other event supplies;
- Support 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;
  - Deliver boxes to the Garden Shop area as directed by the Clock Tower Shop Manager;
- Handle trash collection:
  - Collection and disposal of garbage from points throughout the property;
  - Break down of boxes from the Clock Tower Shop inventory;
  - Crush of cardboard and recycle materials;
- Support Facilities Team 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);

- Use systems and resources such as the Master Calendar and the 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;

#### **Experience:**

- Minimum of 1-3 years in related experience in building or property maintenance (historical preservation preferred);
- Some experience in basic carpentry, plumbing, electrical, HVAC and small equipment repair is a plus;
- Welding experience is a plus.

#### **Skills and Abilities:**

- 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.