

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Position Title: Facilities Manager
Schedule: Part-time, 15-25 hours per week in-person, non-exempt, some evenings and weekends
Location: 1431 Waverley Street, Palo Alto, CA 94301
Compensation: \$32 - \$35 per hour
Reports to: Executive Director

About Gamble Garden

Elizabeth F. Gamble Garden is a 501(c)(3) non-profit historic home and 2.5-acre public garden in Old Palo Alto. Our mission is to maintain and enhance the property as a community resource for horticultural education, inspiration, and enjoyment. Gamble Garden offers free access to its garden, a robust volunteer program and calendar of activities, and rental opportunities for the community.

Position Summary

The Facilities Manager is responsible for maintaining the functionality, safety, and appearance of Gamble Garden's historic home, buildings, and grounds while supporting the organization's rental program. This role ensures that the facilities meet daily operational needs while preserving their historical integrity. The ideal candidate will have hands-on maintenance skills, a proactive approach to problem-solving, and a passion for working in a mission-driven environment.

Key Responsibilities

Facility Maintenance

- Conduct routine property inspections and upkeep to ensure safety, cleanliness, and operational efficiency.
- Oversee the maintenance and repair of the historic home, buildings, and equipment.
- Maintain and organize adequate inventory of maintenance, event, and rental supplies; place orders as needed.
- Ensure efficient use and organization of storage space

Project Management

- Plan and execute repair and improvement projects, adhering to historic preservation guidelines.
- Coordinate with the Buildings & Grounds Chair and external contractors for specialized repairs, including obtaining quotes, scheduling work, and ensuring property access.
- Develop and maintain a maintenance schedule for regular and planned maintenance.
- Supervise the Facilities Assistant and routine service providers (e.g. janitorial, alarm systems, networking/IT, GreenWaste).

Safety and Compliance

- Ensure compliance with all safety, building, and accessibility codes.
- Identify and address hazards promptly and implement preventative measures to mitigate risks.

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Support for Events and Rentals

- Ensure facilities are in excellent condition for rentals and events.
- Assist with setup, breakdown, and addressing facility needs during events.
- Maintain inventory and functionality of rental equipment, such as tables, chairs, and A/V.
- Assist in developing and enforcing facility usage policies.

Team Collaboration

- Collaborate with staff, volunteers, and committees to prioritize facility needs.
- Provide updates on maintenance projects and recommend improvements for facility operations.

Qualifications:

- Proven experience in facilities management, property maintenance, or a related field.
- Basic knowledge of plumbing, electrical systems, carpentry, and general repairs.
- Familiarity with the care and preservation of historic buildings (preferred but not required).
- Strong organizational and communication skills.
- Physically capable of standing for extended periods, climbing ladders, and lifting up to 50 pounds.
- Flexible availability, including occasional evenings or weekends.
- Valid Class D driver's license with a good driving record
- Subject to a background check upon hire.

Working Conditions

- Indoor and outdoor work, regardless of weather conditions.
- Exposure to dust, odors, or fumes may occur during maintenance tasks.

To Apply

Please send your resume and introduction to jobs@gamblegarden.org. Applications will be reviewed on a rolling basis until the position is filled.

Gamble Garden is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable laws. Reasonable accommodations will be made for qualified individuals with disabilities.