

## Job Opening

### Head of Maintenance and Security of Buildings, Parks, and Forests

**Position:** Head of Maintenance and Security of Buildings, Parks, and Forests

**Location:** Caux, Switzerland

**Contract Type:** Permanent, Full-time

**Reporting Line:** Executive Director

**Hierarchical Line:** Executive Director

**Member of the "Leadership Team"** to improve internal efficiency and collective leadership.

## Why Apply?

This position offers a unique opportunity to contribute to the preservation and enhancement of an iconic site while leveraging your technical skills, leadership, and passion for Swiss heritage and sustainable development.

The site includes the Caux Palace with its park, forest, springs, as well as the chapel, farm, and the Villa Maria.

The Caux Palace, a former Belle Époque hotel built in 1902, is now an international conference center and a regional cultural space located above Montreux, managed by the Caux Initiatives and Change Foundation. Offering a spectacular view of the Léman and the Alps, it symbolizes reconciliation and global cooperation.

Joining our team means becoming part of the Caux Initiatives and Change Foundation, an important player in efforts to promote peace, dialogue, and sustainable development, placing ethics and personal transformation at the heart of its actions.

If you are motivated by challenging tasks and aspire to be part of an ambitious and meaningful project, we would be delighted to welcome you.

**Join a bold and dynamic organization that aspires to transform lives.**

## 2. A. Job Objective

The Head of Maintenance and Security of Buildings, Parks, and Forests is responsible for the technical management and security of all infrastructures owned by the Foundation. This role includes supervising teams of technicians and specialists, optimizing costs and energy management, while adhering to Historical Monument standards and sustainability principles.

## B. Main Duties and Responsibilities

### B.1. Technical Management and Security of Infrastructures

- **Team Supervision (6-8 people) and Planning:**  
Plan and supervise the activities of the Team Manager and Technical Coordinator and the team of technicians. Organise maintenance work schedules with the Team Manager.
- **Supervision of Professional Practices:**  
Ensure the quality and compliance of the work.
- **Technical Support:**  
Provide practical support and intervene in the event of an emergency.
- **Management of Renovation/Maintenance Projects:**  
Oversee projects, ensuring budgets, timelines, and billing are respected.
- **Safety and Fire Protection:**  
Implement safety measures for occupants, staff, and buildings. Ensure all operations comply with legal regulations.
- **Collaboration with the Consulting Architect and Infrastructures Committee:**  
Work closely with partners for infrastructure preservation.
- **Close Collaboration with Our Main Tenant, SHMS:**  
Organise and oversee joint renovation works.

### B.2. Heritage Project 2040

This position plays a crucial role in the Foundation Council's strategic initiative, the Heritage Project 2040, which aims to mobilise public and private resources for the restoration of the Caux Palace, a large-scale project aimed at preserving this iconic building.

A first phase was launched in 2025, focused on restoring the retaining wall, a key structure for the site's stability and sustainability, with planned work over three years.

The role contributes to this initiative by helping to identify and approach foundations, public funds, and grants suited to the preservation of historical heritage and sustainability. This involves analysing eligibility criteria, assisting in writing compelling proposals, and maintaining relationships with funders.

### B.3. External Representation

- Ensure effective liaison with local authorities, general services, and other stakeholders, in collaboration with team members.
- Work with internal and external partners to ensure compliance and resolve issues.

### C. Desired Profile

- Degree in civil engineering, building maintenance, facility management, or a related field.
- Significant experience (at least 5 years) in a similar leadership role.
- In-depth knowledge of building technical systems.
- Project management, budget monitoring, and team coordination skills.
- Analytical mindset, responsiveness, and problem-solving skills.
- Proficiency with computer tools and maintenance management software.
- Expertise in heritage issues will be valued.
- A Federal Fire Safety Specialist certificate would be an advantage.

### D. Our Value Proposition as an Employer

- A mission aligned with our values: building trust and leading ethically.
- An inclusive and inspiring work environment.
- A team culture that fosters belonging, mutual responsibility, and social connections.
- Opportunities for personal and professional development.
- Competitive remuneration in the NGO sector and unique benefits related to the location.

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**Application Deadline:** February 7, 2025.

Interviews will take place in Caux during the week of February 24, 2025.

To apply, please send your CV and cover letter to [hr@caux.ch](mailto:hr@caux.ch) before the deadline.

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