



Glendora Historical Society - Rubel Castle

- Position Title:** Capital Projects Manager for Rubel Castle Historic District
- Status:** Part-time, flexible schedule (up to 30 hours/week)
Individuals, 1099 independent contractors, and firms are all welcome to submit applications / proposals
- Compensation:** \$65 / hour not to exceed \$80,000 annual compensation
- Reports To:** Vice President of the Castle & Castle Joint Committee
- Location:** Rubel Castle Historic District – 844 N. Live Oak Ave.
Glendora CA 91741
- Apply:** Info@glendorahistory.org
- Deadline:** **September 15, 2026**
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Position Summary

The Glendora Historical Society is seeking a project management firm, conservation firm, or an individual with similar qualifications for the planning and coordination of capital improvement projects that address preservation of Rubel Castle's historic site and grounds. The work includes overseeing renovation work involving plumbing, electrical, structural, and general facilities needs in conjunction with maintenance & repairs performed by Glendora Historical Society (GHS) staff and volunteers. This position reports to the Vice President of the Castle in consultation with the Castle Joint Committee (CJC) who reports to the Board of the GHS for Building & Grounds Maintenance and Capital Projects.

The position is offered for one-year, renewable annually, based on available funding, and intended to be a multi-year commitment to growth of this new position as an integral part of implementing the 2023 Preservation Master Plan on behalf of the GHS.

Timeline:

Deadline to apply - September 15, 2026

Interviews - week of September 21, 2026

Second interviews and site visit - October 9, 2026

Background

In 2023, the GHS commissioned a Preservation Plan which outlines long term stewardship goals and processes for preservation of the historic site including capital improvement/ renovation projects that balance safety, functionality, code compliance, and long-term stewardship while protecting the site's unique handmade architectural elements and visual identity.

Because Rubel Castle is both a historic environment and a highly distinctive folk-art site, the Project Manager must ensure that all work is carried out with sensitivity to the site's artistic character, historic fabric, and preservation priorities. The Project Manager should have at least 5 years' demonstrated experience in construction/project management and specifically on designated or eligible historic buildings and sites. The position also requires clear communication with tenants, residents, and site users to coordinate project schedules, minimize disruption, and address operational concerns as work proceeds.

Key Responsibilities

Project Oversight

- Plan, prioritize, and manage maintenance and renovation projects across buildings, grounds, and infrastructure.
- Oversee projects involving plumbing, electrical systems, roofing, masonry, HVAC, drainage, access improvements, and structural repairs.
- Develop project scopes, timelines, budgets, and contractor specifications.
- Coordinate multiple projects simultaneously while minimizing disruption to site operations, residential occupancy, tours, and events.

Preservation and Site Stewardship

- Ensure all work respects the historic and artistic integrity of Rubel Castle's structures, surfaces, and assemblage-based design features.
- Evaluate project methods and materials for compatibility with preservation goals.
- Work carefully within the special constraints of a folk-art environment, where conventional construction approaches may require adaptation.
- Identify when specialized preservation expertise is needed and coordinate with appropriate consultants or craftspeople.

Tenant and Site Communication

- Communicate project schedules, access needs, utility interruptions, and anticipated impacts to tenants and site occupants in advance.
- Serve as a point of contact for questions and concerns during active maintenance or renovation work.
- Coordinate access to occupied spaces when repairs or inspections are required.

- Help maintain positive working relationships by ensuring projects proceed with transparency and sensitivity to daily site use.

Contractor and Vendor Management

- Solicit bids and supervise contractors, tradespeople, and vendors.
- Communicate site-specific requirements clearly before work begins.
- Review contractor insurance requirements and Certificates of Insurance.
- Review contractor work for quality, safety, budget adherence, schedule adherence and preservation sensitivity.
- Review and approve contractor and vendor Invoices/Payment Applications in accordance with contracts.
- Review project schedules/Substantial Completion in accordance with vendor contracts.
- Maintain records of contracts, invoices, and project documentation.

Compliance, Safety, and Funding Coordination

- Monitor compliance with applicable building codes, safety regulations, accessibility requirements, and permit processes.
- Coordinate inspections and required approvals with local agencies when needed.
- Help identify and mitigate safety risks associated with aging infrastructure or unusual site conditions.
- Assist with documentation, scheduling, and reporting for grant-funded capital projects when required.

Long-Term Facilities Planning

- Assist leadership in identifying capital priorities and deferred maintenance needs.
- Develop phased approaches for larger infrastructure improvements.
- Maintain records of completed work and future maintenance recommendations.

Desired Qualifications

- Experience working at historic buildings and sites and/or a degree in historic preservation.
- Sensitivity to historic preservation, adaptive reuse, and/or culturally significant environments.
- At least 5 years experience managing facilities, construction, renovation, or preservation-related projects.
- Working knowledge of plumbing, electrical, structural, and general building systems.
- Ability to work effectively with contractors, inspectors, tenants, and specialized trades.
- Strong organizational and budgeting skills.
- Ability to solve practical problems in non-standard building conditions.

First Year Program

The Capital Projects Manager would assist the GHS with projects identified for the 26/27 year to address the implementation of the recommendations of the 2023 Preservation Plan in five strategic goals:

- Historic District Building Envelope: Commission the in-kind re-installation of the roofing system at the Bennet Bunker under the Secretary of the Interior Standard for Rehabilitation.
- Castle Plumbing: Commission the investigation, assessment and repair of plumbing systems in the historic area of the Castle following professional engineers' recommendations and the Secretary of the Interior Standard for Preservation.
- Castle Storm Water Mitigation: Commission the investigation, assessment and repair of damaged underground storm water drainage.
- Historic District Structural Improvements: Commission a professional engineer to prepare permit drawings for stabilization of the Windmill under the Secretary of the Interior Standard for Rehabilitation.
- Historic District Safety: Commission an assessment by a professional historic preservation Architect to prepare recommendations for Accessibility and Exiting/Egress.