

Position Description



Hudson River Park Trust

Facilities

Project Manager

Reports to: Senior Director of Facilities

Hours/Week: 37.5 FLSA: Exempt

Hudson River Park Trust (the “Trust”) seeks a capable Project Manager to help procure and manage third party contractors and perform other duties in support of facility operations. The position will report to the Trust’s Senior Director of Facilities in a department responsible for park facilities, maintenance, and marine activities. The successful candidate will be an energetic and organized self-starter willing to learn and then take ownership of his/her assigned work. This position requires superior organizational, interpersonal and communication skills, and the ability to work effectively as a team member in a fast paced environment. Prior experience in a property management, facilities, building services or engineering setting is highly desirable.

Background:

HRPT is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) not-for-profit organization. The mission of HRPT is to design, construct and operate a prominent, and very heavily used, 4 mile waterfront park on the west side of Manhattan. Approximately 75% of the park has been constructed with a mix of State, City and Federal funding. The park includes landscaped public piers and display gardens, lawn areas, athletic fields, esplanades, docks, public sculptures, an adjacent bikeway, and other special features. The park receives approximately 17 million user visits annually and HRPT hosts numerous special events, educational programs, and park compatible commercial activities.

Responsibilities/Duties:

The job responsibilities under the direction of the Senior Director of Facilities include, but are not limited to, the following:

- Investigate the underlying causes for noted condition deficiencies affecting building structures, HVAC systems, marine elements (such floating docks), paving (both driveways and walkways), lighting systems, plumbing and other mechanical and structural elements of Park facilities.
- Help develop contract repair scopes for Requests for Proposals (“RFPs”) and assemble available repair/restoration plans and specification for Invitation For Bids (“IFBs”) for medium and small size repair projects and equipment purchases generally costing less than \$500,000, with most under \$250,000.
- Identify potential respondents to RFPs and IFBs and help manage public procurement process for qualified contractors, including participation by Minority and Women Owned Business Enterprises (“WMBEs”) and Service Disabled Veteran-Owned Businesses (“SDVOBs”) under New York State Guidelines.
- Work with the Trust’s Legal and Accounting departments to help prepare contract documents and follow-up with selected contractors/vendors for required submittals such as insurance and required NYS forms.

- Provide project management oversight of small and medium size facilities contractor work, review invoices and makes recommendations for payment.
- Work cooperatively with the Trust Operations, Design & Construction and Property Management departments to coordinate contractor work.
- Assist Facilities staff in planning, scheduling preventive maintenance and inspection schedules through Cartegraph, the Trust's Computerized Maintenance Management System ("CMMS").
- Assist in the development, documentation and implementation of procedures and workflow controls; prepare analysis reports using CMMS.
- Perform other administrative duties as assigned by the Senior Director of Facilities.

Education and Experience:

- Minimum 4-5 years' prior work experience in facilities, property management, engineering or building services contracting environment.
- Experience preparing RFPs, IFBs or other solicitations for contractor repair services.
- Experience supervising the field work of third party contractors.
- Familiarity with CMMS or similar building maintenance software system desirable.
- Knowledge of public procurement, including for WMBEs and SVDObS desirable.
- Bachelor's degree or higher level of education in a related field.
- Excellent communication skills, ability to prioritize and accomplish multiple objectives, work in a team setting.
- Valid driver's license with clean history.
- Proficiency in MS Office.

Essential Traits:

- Ethical Conduct
- Strategic Thinking/Decision Making
- Problem Solving/Analysis
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Outstanding Work Ethic

Compensation/Benefits:

Competitive salary of \$70,000 - \$80,000 and excellent benefits package including: paid holidays, vacation, sick and personal time, medical, dental and vision insurance, and participation in New York State Retirement System.

Application Process:

Interested applicants are to submit a cover letter and resume to Kate Yarhouse, Director of Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: 2018 Facilities Project Manager in the subject line of the email.**

No phone calls please.

More information on the Hudson River Park is available at:

www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.