



Operations Manager

Reports to: Director of Operations

FLSA Status: Non-Exempt

Hours/Week: 37.5

Hudson River Park Trust (the "Trust") seeks an experienced Operations professional to manage the operational and safety components of the Trust's day to day park-wide operations while assisting with various event management and special projects. Under the managerial direction of the Director of Operations within the Park Management Group, the Operations Manager will coordinate with internal and external Park departments as it relates to the operational and safety areas of planning, organizing, coordinating, training, and evaluating. This position will also be assisting the Public Safety unit and responsible for year-round safety compliance for the Trust in relation to the public, park tenants, and employees. In conjunction with Human Resources and the Legal Affairs Departments, this position will coordinate relevant OSHA and risk management training i.e., drivers' safety evaluations, routine inspections, etc. Superior collaboration, communication, and organization skills are required.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, 4-mile-long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures, an estuarine sanctuary, and other special features. The Trust covers its annual operating budget through parking revenue, rents from commercial facilities, permits, fees, grants, donations generated by a "Friends" organization, and other private sources.

Responsibilities/Duties:

- Conduct park-wide routine inspections with a focus on life safety support and communicate safety concerns to relevant parties.
- Complete monthly routine transportation asset inspections as they pertain to external support agencies, including but not limited to, bike way, lighting, signage, pavers, traffic control devices. etc.
- Perform and/or coordinate routine safety and occupational evaluations and trainings as required, including but not limited to park vehicle driving evaluations, bike riding evaluations, first-aid training, blood borne pathogen training, and new hire safety trainings.
- Conduct OSHA compliance audits and inspections and ensure compliance with applicable provisions of federal, state, and local regulatory requirements.
- Review current protocols and develop Standard Operating Procedures (SOPs) as they pertain to park operations.

- Utilize the Park's Computer Maintenance Management System (CMMS) software to track and record work assignments and to coordinate and communicate safety related issues with the Horticulture, Maintenance, Facilities, and Public Safety units.
- Complete various event inspections and assess the feasibility of in-house and guest events while coordinating with the Trust Public Programs Department, NYC Parks Enforcement Patrol (PEP), Maintenance and Facilities units, and external event production companies as necessary.
- Manage Parkwide safety supplies, including but not limited to First Aid cabinets, personal protective equipment supplies machines, Parkwide life rings, eye wash stations, and fire extinguishers.
- Complete special projects as needed at the direction of the Director of Operations, i.e., traffic control organization, line striping, installation of sponsorship banners, winter weather management, and manage park-wide signage and sign inventory, etc.
- Coordinate with the Trust's Property Managers regarding safety issues relating to tenants.
- Provide support to the other Park Management teams including, but not limited to the Horticulture, Maintenance, Facilities, and Public Safety units as needed.
- Other tasks as assigned.

Required and Preferred Education and Experience:

- Bachelor's Degree preferred, additional training in Occupational Workplace Safety or Facilities Management preferred.
- Minimum of three years of successful events coordination and public safety experience.
- Ability to identify and coordinate the correction of potential safety issues.
- Willingness and ability to work unconventional hours and weekends during peak events season (April – October).
- Superior public speaking skills and the ability to comfortably conduct training sessions.
- Team orientation that combines strong congeniality, coordination, and influencing skills; ability to gain cooperation and influence staff that are outside of direct line of authority.
- Facility inspection and/or safety auditing experience.
- Experience with Computer Maintenance Management System (CMMS) or other asset management software.
- Excellent verbal and written communication and organization skills.
- Computer literacy in Microsoft Office and Adobe Acrobat.

Special Requirements:

- Valid driver's license with clean driving history required.
- Proof of Covid-19 vaccination required. As of January 6, 2022, all new hires must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability.

Compensation / Benefits:

Competitive salary of \$60,000 to \$65,000 (depending on experience and qualifications) and excellent benefits package including: paid holidays, vacation time, sick and personal time, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:

Submit resume and cover letter to resumes@hrpt.ny.gov. Indicate Job Code: Operations Manager 2022 in the subject line of the email.
No phone calls please.

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. For more information on the Park, visit hudsonriverpark.org