

Assistant Director of Maintenance

Reports to: Senior Director of Horticulture & Maintenance

Uniformed: Yes Hours/Week: 40
Weekend Hours Required: Yes OT Required: Yes

Hudson River Park Trust seeks an experienced and qualified individual to lead an internal team of general maintenance staff and manage a team(s) of contracted staff. The ideal candidate displays a positive attitude, is a team player and Mentor with excellent communication skills. Ideally this candidate is skilled in managing maintenance personnel and the operations of an urban public park environment.

About Hudson River Park:

Hudson River Park (the "Park") encompasses approximately 550 total acres of property, 400 of which are within the Hudson River estuary. The balance consists of a combination of piers and upland property, incorporating both traditional passive and active public open spaces as well as limited municipal and commercial uses. The Park stretches along the Hudson River from just North of Battery Park City near Chambers Street to West 59th St.in Manhattan. The Park is immediately adjacent to the New York State Department of Transportation's heavily used Route 9A bikeway. The Park consists of many outdoor landscape features including but not limited to hardscape plazas, memorials, formal and natural gardens, fountains, fields/lawns, boardwalks, driveways, and walkways. Recreation amenities include basketball courts, skateparks, playgrounds, water splash parks, tennis courts, pickleball courts, outdoor fitness equipment, artificial turf athletic fields, indoor soccer field, multipurpose hard courts, dog parks, and docks for water access.

The Hudson River Park Trust ("Trust") is a public benefit corporation established by New York State legislation in 1998 and a 501(c)(3) public charity with the mission of planning, designing, constructing and operating the Park along approximately four miles of Manhattan's West Side. The Maintenance Department consists of 5 full-time employees. The Department also manages the work of contract staffs that generally perform sanitation and custodial services on the Park's grounds and indoor facilities. The maintenance responsibilities are distributed across two (2) daily shifts on a 7-day operation, year-round. The Department staff work weekends, nights, and holidays.

Responsibilities/Duties:

• Manage and maintain all custodial maintenance services within the Park, includes all indoor and outdoor spaces.

- Required to supervise, lead, and manage general maintenance and contract staff on two (2) shifts per day / seven (7) days a week schedule.
- Responsible for developing, scheduling, and managing staff related tasks all while utilizing the park's Computer Maintenance Management System (CMMS) software to track and record work assignments and tasks.
- Oversee the general cleaning and minor repair tasks necessary for parkwide trash collection, walkways, bikeway, highway median and buffers, furnishings, signage, assets, and facilities, including but not limited to restrooms, sports fields, playgrounds, beach, and dog runs.
- Perform clerical tasks including timesheet approval and performance reviews for staff, billing for contract staff, management of the custodial cleaning software, inventory and requesting orders for supplies and materials.
- Work closely with colleagues in other departments on programmed and permitted events, as directed. Event support includes but is not limited to deploying relevant resources and assets, providing pre- and post-event clean up, and assigning staff to event support posts. Must be able to work events such as Pride Sunday, Blues BBQ, July 4th, Submerge, etc.
- Assist and manage teams involved in emergency and non-emergency events such as snow removal, hurricanes, sewage/other backups, and Trust wide operational projects such as power washing cleanings, line striping, etc.
- Identify and coordinate the purchase of maintenance related equipment and goods with the Operations team.
- Safely use and manage the operation of tools and equipment in compliance with all federal, state, and local safety requirements. Equipment includes but is not limited to: trucks, sweeper/scrubbers, forklifts, loaders, small power equipment incl. generators, leaf blowers, buffers, pumps, vacuums, etc., and hand tools such as wrenches, hammers, rakes, brooms, shovels, etc.
- Work in tandem with the other Park Management departments including Operations, Facilities, Motorpool, Horticulture, Marine, and Public Safety.
- Perform other duties as required.

Required Experience

- Minimum of (4) years of supervisory experience in personnel, resource, and/or contract management. Candidates with field experience and/or related degree/technical training will be given preference.
- Completed high school as a minimum requirement. A four-year degree from an accredited institution with a focus in facility and/or campus maintenance or documented trade experience is preferred.
- Must be proficient in MS Word, Excel, and exhibit competency with PowerPoint. Knowledge of reading architectural and engineering plans/specifications is beneficial.
- The ability to multitask in a fast-paced environment.

• Be available for "stand-by" work on a predetermined basis for any emergency or event needs. Weekend work required.

Special Requirements

- Valid driver's license with clean driving history required.
- Ability to safely lift up to 50 lbs.

Compensation / Benefits:

\$75,000 - \$85,000 commensurate with level of experience and training. 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. The position is covered under a collective bargaining agreement between HRPT and Local 30 of the International Union of Operating Engineers, AFL-CIO.

Application Process:

Submit resume and cover letter to resumes@hrpt.ny.gov. Indicate Job Code: Assistant Director of Maintenance 2024 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.