

- 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.