



Reports to: Senior Vice President, PMDC

Hours/Week: 37.5

FLSA: Exempt

Hudson River Park Trust (the "Trust") seeks a Project Manager for its Design & Construction department. This exciting position presents an opportunity for a design and construction project management professional to join a team creating and reconstructing high profile public open spaces and structures on Manhattan's west side waterfront. Projects will include significant work to park open spaces, buildings, and infrastructure.

The Project Manager will be part of a collaborative team taking multiple park projects from concept design through construction completion. The Project Manager will manage publicly procured: (1) multi-disciplinary consultant teams of design professionals, and (2) construction contractors and construction managers. The position will require taking a leading role in detailed reviews of contract drawings and technical specifications, schedules, budgets, and reports. This position requires exceptional organizational and communications skills, landscape architecture and/or site civil design project management experience, construction administration experience, and an understanding of public procurement rules and regulations.

The projects will be funded through a combination of public and private resources; consequently, the position must satisfy exacting standards relating to procurement, budget control and communications among all stakeholders to ensure a smooth process. These will be rapidly paced projects and the selected candidate must be able to thrive in such an environment.

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 four mile long waterfront park on the west side of Manhattan. The Park features landscaped public piers, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Park also contains a significant number of commercial use and maintenance structures, including Park concessions, rental buildings and Pier 40 which houses a large parking garage and the administrative and operations headquarters of the Trust.

Approximately 75% of the Park has been constructed to date, primarily funded through a mix of State, City and Federal capital funding.

Responsibilities/Duties:

The Project Manager responsibilities include, but are not limited to, the following:

- Simultaneously lead multiple capital projects ranging in approximate value of \$35,000 to \$5,000,000, including architecture, landscape architecture and infrastructure work.
- Ensure all managed projects meet established HRPT financial targets and completion schedules.
- Through established reporting mechanisms, ensure that HRPT senior management and stakeholders are fully aware of project status, issues and successes. Ensure that all project reports are current and accurate.
- Ensure that all proposed designs meet HRPT standards and operational needs.
- Manage multi-disciplinary consultant teams in the development of detailed construction documents for contractor procurement.
- As directed, and in collaboration with other senior HRPT staff, actively manage the public procurement process for projects including the production of bid packages and RFPs, review of submitted contractor bids, contractor selection, and contractor evaluations.
- Review consultant contract drawings, technical specifications, cost estimates, schedules, change orders, and claims; perform general contract and construction administration and coordination.
- Supervise contractors and/or construction managers involved in the implementation of the work.
- Coordinate with public and private utilities and approval agencies.
- As necessary, ensure all projects and related documents satisfy government grant and procurement requirements.
- Other projects as assigned.

Required Education and Experience:

- Bachelor's degree in related fields of engineering, architecture, landscape architecture with at least five years of project management / administration experience, preferably in public sector design and construction projects.
- Knowledge of public park, site civil, building, and/or infrastructure construction.
- Experience with construction bid and consultant RFP packages, ability to review multidisciplinary contract documents including contract drawings and technical specifications, RFIs and payment requisitions.
- Exceptional written and verbal skills, ability to clearly communicate throughout the organization.
- Familiarity with state and local government process & procedures.
- Computer literacy in MS Office and MS Project

Essential Traits:

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

Compensation/Benefits:

Competitive annual salary of \$90,000 to \$100,000, depending upon qualifications, and an 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:

Interested applicants are to submit a cover letter outlining their interest in this position and a resume to the Director of Human Resources at resumes@hrpt.ny.gov. Indicate Job Code: **SR PM 2019** 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