

**Senior Vice President, Operations and Facilities**



Reports to: EVP/ CFO

Hours/Week: 37.5

FLSA: Exempt

Hudson River Park Trust (the “Trust”) seeks a Senior Vice President (the “SVP”), Operations and Facilities, to provide strategic vision and oversee essential functions relating to public safety and use of the Park and the repair and maintenance of its physical assets, including grounds and buildings. This key leadership position requires a dynamic, people-oriented professional whose repertoire includes public sector management, sound judgment and decision making, and excellent writing skills. The position calls for strong competencies in public safety, facilities and property maintenance. The SVP will be skilled at implementing short-term goals while also developing and executing initiatives requiring long-term visioning and planning. The overall purpose of this position is to provide forward planning, management, oversight, coordination and implementation of activities and processes required to keep all areas of the public space in a safe and operable condition while striving for excellence. The SVP will work closely with and supervise the Trust’s Vice President of Operations and Senior Director of Facilities and will report directly to the Trust’s Executive Vice President (EVP)/CFO. The SVP will communicate frequently with the President and CEO and other members of the Executive team.

***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 construct, maintain and operate a prominent, and very heavily used, four mile long waterfront park on the west side of Manhattan. The Park features landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. There are, in addition, commercial use and Park maintenance structures including concessions, rental buildings and the 775,000 sf Pier 40 which houses a large parking garage and the administrative and operating headquarters of the Trust. The Trust covers its \$21+ million annual operating budget through parking revenue, rents from commercial facilities, permits, fees, grants, donations generated by a “Friends” organization and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding.

The Operations Department has responsibility for Park safety primarily through the administration of a large contract that provides New York City Parks Department for Parks Enforcement Patrol (PEP) officers, and the oversight of events, logistics plans involving public spaces, vehicular and pedestrian circulation, CCTV systems, and emergency management. The Operations Department also includes a Horticulture Division that maintains all landscaped areas. The Facilities Department performs the repair and maintenance of buildings, floating docks, hardscape and infrastructure. The Facilities Department is also responsible for both indoor and outdoor cleaning through contracts with two social services providers, New York State Industries for the Disabled and the Doe Fund. Both of the departments make use of a computerized maintenance and management system (CMMS), Cartegraph, and participate in an agency-wide effort to track project schedules and costs through MS Project software. A majority of the combined 23 person staff in the two departments are union members, and the Trust employs seasonal workers from May through October.

***Responsibilities/Duties:***

The SVP, Operations and Facilities, responsibilities include, but are not limited to, the following:

- Provide management oversight to the Trust's Operations and Facilities department heads; provide support as necessary to these key staff members; train and act as mentor and team leader to other staff; maintain positive working relationship with the union.
- Develop a forward-looking strategic plan while providing day-to-day oversight of public facilities, safety and security matters, personnel management, and scheduling; coordinate planning for larger capital maintenance projects with the Trust's Design and Construction Department.
- Analyze existing departmental programs, projects, and procedures; prepare reports recommending improvements to enhance departmental productivity and efficiency; evaluate the feasibility of new initiatives to advance the Trust's mission.
- Consistently review and assess the performance of contracted service providers, including PEP, New York State Industries for the Disabled and the Doe Fund, and make recommendations for service modifications and alternatives where appropriate.
- Review and provide oversight for all aspects of safety and security for Park use and special events, including PEP services, CCTV system, and coordination with NYPD and FDNY; oversee updates to the Trust's Emergency Management Plan as needed.
- Ensure continuing roll-out of CMMS and use it and other management tools to forecast budget and staff needs and provide quality assurance/control of service delivery including: buildings, hardscape and infrastructure repair, preventative maintenance, cleaning, horticultural upkeep, and maintaining the motor pool and marine assets.
- Liaise with and represent the Trust on operational matters with City, State and Federal agencies including but not limited to NYPD, NYC Parks Department, NYC and NYS departments of transportation, and NYC Department of Sanitation; prepare memoranda and other written materials to agencies and elected officials that best advance the Trust's interests; participate in community and other public meetings as necessary.
- Work with the President, EVP/CFO, and VP of Finance as well as other senior staff, to develop and track the annual operating and capital maintenance budget; help develop procurement strategies, and prepare scopes and approve RFP and contract packages for completeness and adherence to Trust standards and guidelines.
- Perform other duties as assigned by the President and EVP/CFO.

***Required Education and Qualifications:***

- Bachelor's or advanced degree in fields such as public administration, public safety, facilities management, engineering or architecture/landscape architecture.
- At least ten years of supervisory experience, preferably in public safety/security and/or facilities management in a public agency or campus setting within a large urban environment.
- Demonstrated knowledge of facilities management, public safety/security, budgets, and public space management.
- Experience procuring contracts for construction and service providers; ability to draft contract scopes of work; ability to review contract documents prior to and following RFP/bid issuance, and approve payment requisitions.
- Proven ability to negotiate and implement contracts, monitor compliance.
- Exceptional written and verbal skills; demonstrated ability to prepare clear and effective memoranda and other written work addressing complex matters for transmittal to outside entities; capability to effectively communicate and secure buy-in regarding department goals throughout the organization.
- Familiarity with applicable state, local, and federal government processes and procedures.
- Computer literacy in MS Office and knowledge of project management programs;
- MS-Project and CMMS preferred but not required.

***Essential Traits:***

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

***Compensation/Benefits:***

Competitive annual salary of \$145,000 - \$155,000, 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 Claudia McDade, Director of Human Resources at [resumes@hrpt.ny.gov](mailto:resumes@hrpt.ny.gov). Indicate Job Code: HRPT VP OPS in the subject line of the email.

No phone calls please.

**More information on the Hudson River Park is available at:**

**[www.hudsonriverpark.org](http://www.hudsonriverpark.org)**

**The Hudson River Park Trust is an Equal Opportunity Employer**