

Position Description  
Design & Construction  
**Senior Project Manager**



Reports to: Senior Vice President    Hours/Week: 37.5    FLSA: Exempt

Hudson River Park Trust (the “Trust”) seeks a Senior Project Manager for its Design & Construction department. This exciting position presents an opportunity for a seasoned design and construction project management professional to join a team creating new high profile public open spaces on Manhattan’s west side waterfront. Projects will include both passive and active recreation parks on piers and upland throughout the Hudson River Park. All work will be designed and executed to the highest design standards.

The Senior Project Manager will be part of a collaborative team taking multiple waterfront park projects from concept design through construction completion. The Senior Project Manager will work closely with the Hudson River Park Trust’s leadership to manage publicly procured: (1) multi-disciplinary consultant teams of design professionals, and (2) construction contractors and construction managers. The position will require taking a lead role in detailed reviews of contract drawings and technical specifications, schedules, budgets, and reports. This position requires exceptional organizational and communications skills, large scale landscape architecture and/or site civil design project management experience, extensive construction administration experience, and a firm 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.

***Responsibilities/Duties:***

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

- Simultaneously lead multiple large and small scale site work / landscape architecture / waterfront park design and construction projects.
- Ensure all managed projects in all phases of design and construction are meeting 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 various 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:***

- Minimum seven years of full-time primary experience in performing design and construction project management work, including planning, administering, managing, coordinating, and expediting large scale landscape architecture or site-civil projects.
- Experience with monitoring and supervision of multi-disciplinary consultant design and/or construction management teams inclusive of construction document preparation, pre-construction reviews, design and construction scheduling, construction administration, and post construction tasks.
- Work experience may be with a landscape architecture firm, construction management firm or as owner's representative at a corporate, institutional or governmental entity responsible for a portfolio of site work projects. Experience which is primarily of a schematic design nature is not acceptable towards meeting the minimum requirements. Urban park, campus, and/or waterfront construction experience preferred.
- Education must include a baccalaureate or advanced degree from an accredited college in Landscape Architecture, Civil Engineering, Construction Management or similar field.

Preferred skills include:

- NY licensure as a design professional (RLA, RA, PE)
- Proficiency in Microsoft Word, Excel, and Project.
- Knowledge of AutoCAD.
- Knowledge of Photo Shop, Acrobat, PowerPoint, Bluebeam, and 3D rendering tools.
- Motivated self-starter with excellent interpersonal, communication (written and oral) and organizational skills.
- Valid driver's license.

***Essential Traits:***

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

***Compensation/Benefits:***

Competitive annual salary of \$100,000 - \$115,000, 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 describing their interest in this position and a resume to: Director of Human Resources at [resumes@hrpt.ny.gov](mailto:resumes@hrpt.ny.gov). Indicate Job Code: HRPT SPM DC 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](http://www.hudsonriverpark.org)

**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](mailto:info@goer.ny.gov).*