

Position Description



Design & Construction

Vice President, Design & Construction

Hudson River Park Trust

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

Hudson River Park Trust (the “Trust”) seeks a Vice President, Design & Construction (the “VP”) to manage its Design & Construction department. The VP will have overall responsibility for all capital construction projects from inception through close-out, and will work with the Assistant Vice President (“AVP”), Design & Construction to provide direct supervision and mentoring of staff. The VP will organize and control numerous multi-disciplinary landscape architecture, engineering, and design teams, as well as construction managers, on projects throughout the park. The VP will work closely with the AVP and staff of other departments to improve and implement systems related to administering budget, contract management and compliance for all capital projects. The VP will also have frequent contact with the Trust’s executive team, including the President & CEO, as well as all department heads within the organization, and will report directly to the Trust’s Executive Vice President. This is a high profile position at one of New York City’s most significant waterfront parks.

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 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 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. The Trust covers its \$25+ 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. Total investment in all facilities within the Park currently stands at approximately \$540 million. An estimated \$500 million of additional construction is anticipated with funding from governmental sources, philanthropic funds, grants, and the sale of development rights.

Responsibilities/Duties:

The Vice President’s responsibilities include, but are not limited to, the following:

- Oversee all planning and physical development of Hudson River Park through program initiation, concept design, construction document bid package preparation, contractor procurement and selection, construction administration, completion and handover to Operations and Facilities staff.
- Manage procurement and contract administration for all design and construction contracts, including developing scopes, bid packages, and funding reports. Work closely with colleagues in Legal, Finance and other departments to ensure Trust

standards and guidelines are satisfactorily achieved.

- Supervise and mentor team of in-house engineers, architects, and construction professionals; direct consultants, designers, construction managers, and related consultant teams.
- Oversee preparation of preliminary cost estimates for construction projects as part of park planning.
- Work closely with Executive staff to strategize best solutions to achieve Trust priorities creatively and within available budgets or timelines.
- Work with Executive staff and Finance department to develop and track the annual capital budget and commitment schedule for new construction and significant capital maintenance projects.
- With input from Executive staff, coordinate activities and interaction with public agencies and private institutions involved in planning and development, including presenting before community groups, elected officials, donors, and cultural organizations when needed.
- Other projects as assigned.

Required Education and Experience:

- Bachelor's or master's degree in architecture, engineering, landscape architecture or related fields with at least ten years of project management / administration experience, preferably in capital design and construction projects.
- Experience in design and construction of multi-million dollar developments within a large urban environment in a management capacity.
- Demonstrated knowledge of public park, site civil, building, and/or infrastructure construction; marine construction experience preferred but not required.
- Experience developing 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.
- Proven ability to negotiate, execute and monitor contracts.
- Familiarity with state and local government process & procedures.
- Computer literacy in MS Office and project management programs; Autodesk Constructw@re and/or BIM360, and MS-Project preferred but not required.
- Experience managing and mentoring professional staff.

Essential Traits:

- Ethical Conduct
- Strategic Thinking/Decision Making
- Problem Solving/Analysis
- Team Building
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Willingness to both perform key tasks directly, as needed, and successfully manage staff to meet deadlines and achieve goals of the Trust.

Compensation/Benefits:

Competitive annual salary of \$135,000 - \$150,000, 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 Kate Yarhouse, Director of Human Resources at resumes@hrpt.ny.gov. Indicate Job Code: HRPT VP DC 2017 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

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.