

Battery Park City Authority

A City within a City



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Great Benefits!

Great Work Culture!

Job Title: Maintenance Technician Supervisor

Job Status: Full Time

Department: Parks Operations, Maintenance

Salary Range: \$45,520 - \$56,200

Location: 75 Battery Place, NYC 10280

Additional Info: *Flexible Hours/Weekends & Evenings required

As of January 6, 2022 all new hires must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability.

POSITION SUMMARY:

The Maintenance Technician Supervisor is responsible for providing the daily hands-on physical labor required to keep all park sites and structures under BPCA jurisdiction in a clean, safe, and operable condition. This person is to be “on-call” for emergency response when needed. **Being “on call” means to be available by phone to either support and direct staff onsite on a solution or come in to handle the response.** The incumbent supervises both Maintenance Technicians and hourly Maintenance Technicians.

Essential Duties:

The list of essential functions as outlined herein, is intended to be representative of the tasks performed

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within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervise the daily work of all personnel involved in the cleaning operations of Battery Park City Park, which includes but is not limited to:

- Schedule cleaning, personnel, and organize staff into work crews on a daily basis for all park areas, the Tribeca Bridge, and Rector Street Bridge
- Assign tasks to work crews and individuals
- Maintain a computerized daily timekeeping system and Asset Management software system
- Maintain a computerized inventory of cleaning supplies, tools, and equipment
- Maintain rigorous OSHA safety standards for the cleaning operation
- Maintain rigorous cleanliness standards
- Ensure that work procedures are followed
- Maintain BPCA uniform standards
- Ensure that all equipment tools and supplies relating to the cleaning operation are properly used, maintained, and inventoried
- Report on and document the daily evaluation of cleaning crew members and assist in preparing formal evaluations for all cleaning crew staff
- Monitor and supervise cleaning operations at the Tribeca Bridge and Rector Street Bridge on a daily basis

Perform janitorial duties for park sites and structures by mobilizing the skill, physical capability, tools, supplies, and staff needed to perform the following tasks:

- Collect and dispose of all debris as a result of daily park usage, special events, or specific work
- Manual and mechanical sweeping and washing down of hard surfaces
- Graffiti and sticker removal
- Daily cleaning and replacement of supplies for public restrooms
- Daily cleaning and raking of sand areas within all playgrounds
- Sweep, mop, strip, wax, dust, vacuum, and clean; perform other related office janitorial services
- Snow and ice removal, including the use of snow shovels, ice breakers, snow blowers, and salt spreaders on an emergency and non-emergency basis during weekdays and weekends
- Unload maintenance supply deliveries

Safely and effectively operate, train, and test other staff in the use of equipment; maintain in a safe, effective, and efficient manner the following types of tools and equipment without posing a risk to coworkers and the public:

- Vehicles such as bicycles, electric trucks, tractors, and pickup trucks
- Clean equipment such as pressure washers
- Gasoline powered equipment such as generators, leaf blowers, vacuums, air compressors etc.
- Hand tools such as shovels, brooms, dustpans, weeding knives etc.
- Safety equipment including face masks, protective gloves, ear protection, hard hats, and goggles

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Work as a team member of the Maintenance Crew maintaining a positive work relationship/environment with fellow crew members and the rest of BPCA staff by:

- Cooperate with all BPCA departments and staff to ensure that the parks of Battery Park City are maintained to the highest standards
- Work in small and/or small groups as well as independently
- Help train other crew members in the use of machinery or in the performance of particular tasks
- Act as a leader by providing a good example in terms of quality of work, punctual and regular attendance, and proper use of the BPCA uniform
- Expand knowledge of the field by learning from leaders and peers and by taking advantage of educational opportunities on the job and in the form of workshops and seminars off site
- Interact with the public by providing directions and information in a polite and friendly manner

Additional responsibilities:

Assist and organize cleaning crew members to collaborate with Maintenance Technicians in the performance of site operation tasks such as but not limited to:

- Painting and paint removal through manual or mechanical means
- Masonry repairs such as cobblestones, hex pavers, caulking, concrete patching, minor stonework repair, and general weather proofing
- Use of proper protective equipment to be in compliance with OSHA safety requirements

Education and Experience:

- A High School Diploma or GED is required. College coursework and technical training in relevant skills are highly desirable. A minimum of three (3) to five (5) years of supervisory experience in a similar role. Must possess extensive experience with interior office and facility maintenance and cleaning procedures.
- Must be able to work on weekends.
- Must possess a valid US driver's license.

Skills:

- Must have computer skills and be able to use word processing and computer software such as Microsoft Word, Excel, and Workplace
- Must be able to work independently and exhibit good judgment
- Must be able to interact with all levels of management and staff
- Strong verbal and writing skills
- Must have excellent supervisory and organizational skills

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Physical Requirements:

Must be willing to perform physical labor outdoors in all types of weather.
Must be able to push, pull and lift 50 lbs.

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