

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title: Director of Parks Operations Shared Services

Job Status: Full-Time

Department: Parks Operations

Salary Range: \$100,000 – \$120,000 annually

Location: 75 Battery Place, NYC 10280

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 Director of Parks Operations Shared Services manages the overlapping needs of the Parks Operations division including procurement, inventory/warehouse, safety, software, systems, construction, building management and events. The Director partners closely and coordinates with the Director of Maintenance, the Director of Horticulture, and staff from other departments to ensure all open spaces and amenities throughout Battery Park City (BPC) are safe, accessible, and enjoyable for all those who live, work and visit. This position reports to the Vice President of Parks Operations. As with all

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

positions, this position will continually exemplify and promote the core values, mission, and culture of Battery Park City Authority (BPCA).

Essential Duties:

Parks Operations Shared Services

- Effectively manage the department and staff; foster a positive and fair work environment.
- Identify opportunities and challenges and make sound recommendations consistent with the mission, values, and vision of BPCA.
- Develop and coordinate short and long-term strategic goals and objectives for the department; ensure alignment with goals and objectives of the Parks Operations division and the organization.
- Oversee building mechanical maintenance and service contracts to ensure mechanics are operating optimally.
- Prepare, implement, and monitor the department's staffing and budget, ensure purchases are responsible.
- Develop, implement, and enforce organizational and department policies, procedures, and plans.
- Work closely with the construction and permitting departments on site walkthroughs, requests and coordination regarding ongoing and new projects and permits; keeping the VP of Parks Operations apprised of progress and/or challenges; coordinate with other Directors as appropriate.
- Work closely with the Procurement department on establishing and monitoring contracts.
- Partner with Human Resources on all personnel matters and employee performance including the annual performance review process.
- Develop, coordinate, and implement standard operating procedures (SOP's), and protocols.
- Be responsive and available to work during special events and emergency situations.

Safety Director

- Serve as BPCA's Safety Director and a key member on the Safety Advisory Committee.
- Ensure compliance with Federal, State, City and BPCA safety rules and regulations.
- Guide strategic and well-planned decisions for preparedness and response in the event of an emergency as a member of the Crisis Management Team.
- Develop/curate, schedule and conduct ongoing safety training for staff.
- Conduct periodic and ongoing safety inspections on processes, equipment, and work conditions.
- Maintain necessary safety records, such as Material Safety Data sheets, corrective action plans, and training.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Required Qualifications:

- A minimum of 8 to 10 years' progressive management experience.
- Knowledge of HVAC, refrigerants and other building systems and applicable laws, regulations, codes, policies and practices of the general and construction industry.
- Must be able to maintain a flexible work schedule with the ability to work evenings and weekends, as required.
- High School diploma or GED.
- Valid U.S. Driver's license.

Preferred Qualifications:

- Certifications relevant to the maintenance of parks, open spaces, building systems and/or equipment and safety, and/or bachelor's degree.
- Knowledge of maintenance software (e.g., Manager+)
- Experience with overseeing represented employees and navigating a CBA.
- Experience with public sector procurement.

Competencies:

- Ability to train, coach and mentor employees.
- Excellent leadership, communication, interpersonal, organizational, project management, technical and analytical skills.
- Attention to detail and excellent organizational skills.
- Conflict resolution skills.
- Ability to manage multiple priorities successfully and adapt to changing priorities and circumstances.
- Ability to work as part of a team and independently.
- Exhibit sound judgment.
- Ability to effectively interact with all levels of management and staff.
- Proficiency in Microsoft Word and Excel.

Physical Requirements:

- Must be able to lift up to 50 pounds.
- Must be able to work with equipment and tools relevant to the field.

[Apply](#)

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