

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: Assistant Director of Maintenance

Job Status: Full-Time

Department: Maintenance

Salary Range: \$85,000 - \$105,000 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 Assistant Director of Maintenance (Trades) manages the maintenance trades staff responsible for maintaining the 32 acres of open and public space. This includes maintaining pathways, lights, benches, playground, and community spaces. This team develops, schedules, and oversees the necessary electrical, plumbing, masonry and mechanic work performed to maintain these amenities. The Assistant Director is responsible for developing, scheduling, and managing the essential full-time staff that maintain these areas and ensure the work is completed in a safe, effective, and efficient manner. As

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

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with all positions, this position will continually exemplify and promote the core values, mission, and culture of BPCA.

Essential Duties:

Essential responsibilities of this position include but are not limited to:

- Manage the trade staff and ensure they are performing effectively and in compliance with established safety and quality standards
- Manage the repair, safe operation, and maintenance, both preventative and reactive of structures, such as, paths, playgrounds, light poles, restrooms, indoor and outdoor spaces
- Collaborate with the Director of Maintenance on best practices and procedures to ensure work is meeting established standards
- Implement and enforce all organization and department policies, procedures, and expectations
- Responsible for assessing and upskilling maintenance trades staff through coaching, mentoring, training, etc.
- Coordinate with the Director of Maintenance and HR to recruit and train new hires
- Ensure timesheets are accurate and includes scheduled and approved time off, overtime work and holidays.
- Manage the daily, overtime, programmed and permitted event schedules
- Provide ongoing, timely and constructive feedback to staff; conduct regular 1:1 check-in meetings
- Drafts annual performance reviews and facilitates discussion with each team member
- Assist in managing budgets and procurements
- Periodically report on the effectiveness of contractors
- Assist in emergency and non-emergency events such as snow removal, hurricanes, and flood protection deployments
- Work with colleagues in other departments on programmed and permitted events, as directed
- Perform hands-on work, as directed
- Perform other duties as required

Qualifications:

- A minimum of four (4) years of progressive supervisory responsibilities in managing employees in various trades roles, experience in supervising staff that work in public spaces preferable
- Ability to be "on-call" to work evening, weekends, emergency events and/or provide staff coverage as needed
- Proficient in the safe and proper use of equipment and machines such as, bobcats, snowplows, boom lifts, vehicles, and handheld tools
- 10-hour OSHA Certified
- High School diploma or GED
- Valid U.S driver's license

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.

Preferred Qualifications:

- Relevant certifications and/or a bachelor's degree in a relevant field
- Ability to read blueprints and specifications
- Experience managing union employees and navigating a CBA
- Knowledgeable in sustainable practices

Competencies:

- Commitment to Excellence
- Strategy and Innovation
- Empower Others
- Collaboration
- Conflict Resolution
- Decision Making
- Problem Solving

Skills:

- Excellent supervisory and organizational skills
- Proficiency in Microsoft Word, and Excel
- Must be able to work independently and exhibit sound judgment
- Must be able to effectively interact with all levels of management and staff

Physical Requirements:

- Must be willing and able to perform physical labor indoors and outdoors in all types of weather
- Must be able to lift, push and pull up to 50 pounds

[Apply](#)

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