

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:	Project Manager of Construction & Site Management
Job Status:	Full-Time
Department:	Real Property
Salary Range:	\$115,000 – \$122,000 annually
Location:	200 Liberty Street 24th Floor New York, NY 10281

POSITION SUMMARY:

Under moderate supervision, the primary function of this position is to manage, or assist in the management of the construction of BPCA capital projects and to manage, or assist in the manage of, as needed, specific real property-related and environmental programs for BPCA.

Essential Duties:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed by the person in this position. The omission of an essential function does not preclude

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

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management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manage project initiation, planning, execution and close-out;
- Assure project delivery methods are properly coordinated with internal and external stakeholders and are performed safely;
- Manage all aspects of the construction process including working with a broad team of contractors, design engineers, architects, consultants, and vendors
- Review and approve all elements of project scope changes and ensure implementation is in accordance with contract requirements and BPCA Procurement Guidelines;
- Manage, or assist in the management of the assessment, planning, engineering and construction processes associated with potential capital projects, including multifaceted and multiphase infrastructure and resiliency projects;
- As needed, perform a range of project management functions for BPCA capital projects, including development of project work scopes, procurement, contracting, construction oversight, change order and requisition review and recommendation, inspection, and project closeout functions;
- When requested, manage or assist in the management of specific real property-related and/or improvement programs designed to maintain or enhance safety, operations, and/or quality-of-life conditions within Battery Park City;
- Assist in the formulation of and reporting associated with Department operating budgets;
- Interface with outside entities and agencies as necessary to facilitate BPCA planning, design, construction, repair and maintenance activities and projects;
- As needed, assist in the preparation of public presentations, as well as presentations to the BPCA Board regarding assigned projects, including the preparation of graphics and other presentation materials;
- As needed, advise and work cooperatively with other Authority departments on construction matters;
- Work under short deadlines in a fast-paced environment;
- Remain current in technical, practical and other related knowledge relevant to planning, design and construction;
- Perform other related duties as requested by the Senior Vice President of Real Property, the Assistant Vice President, Real Property - Construction and Site Management, or the Director of Infrastructure

Education and Experience:

- Candidates must meet following criteria to be considered eligible for this position:
- An associates or bachelor's degree in construction management, architecture, or engineering from an accredited college or university;
- Two (2) to five (5) years of relevant work experience in public construction, resiliency, and/or delivery of capital projects;

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. All people with disabilities are encouraged to apply.

- Demonstrated experience managing a team of contractors and consultants;
- Demonstrated experience organizing complex workloads with the ability to manage multiple tasks;
- Excellent interpersonal, written, and verbal communication skills are highly desirable for this position
- Additional years of relevant work experience may be accepted in lieu of a degree.

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