

# 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!**

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| <b>Job Title:</b>    | <b>Project Manager of Planning &amp; Design</b>                    |
| <b>Job Status:</b>   | <b>Full-Time</b>   |
| <b>Department:</b>   | <b>Real Property</b>   |
| <b>Salary Range:</b> | <b>\$115,000 – \$122,000 annually</b>                              |
| <b>Location:</b>     | <b>200 Liberty Street 24<sup>th</sup> Floor New York, NY 10281</b> |

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### POSITION SUMMARY:

Under moderate supervision, the primary function of this position is to manage, or assist in the management of the planning, design and 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. This position reports to the Director of Planning & Design in the Real Property Department.

### Essential Duties:

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

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

- Assist with BPCA's capital program development and capital budgeting process, including the identification of appropriate and needed capital projects and the establishment of budgets and schedules for future capital projects.
- Manage, or assist in the management of -- as the case may be -- the assessment, planning, engineering, and design processes associated with potential capital projects, including multifaceted and multiphase infrastructure and resilience projects.
- As needed, perform a range of project management functions for BPCA capital projects, including development of project work scopes, procurement, contracting, construction oversight, inspection, and project closeout functions.
- When requested, manage, or assist in the management of -- as the case may be -- specific real property-related and/or environmental programs designed to maintain or enhance sustainability, energy efficiency, and/or quality-of-life conditions.
- 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, prepare, and provide public presentations, as well as presentations to the BPCA Board regarding assigned projects, including the preparation of graphics and other presentation materials.
- Assist in the management and organization of Department plan documents and drawings.
- As needed, advise and work cooperatively with other Authority departments on planning and construction matters.
- Remain current in technical, practical, and other related knowledge relevant to planning and construction.
- Perform other related duties as requested by the Vice President of Real Property, the Director of Design or the Director of Project Management and Planning

**Education and Experience:**

- Candidates must meet following criteria to be considered eligible for this position:
- A bachelor's degree in urban planning, architecture or engineering and one to five years of relevant work experience in the planning and/or design of capital projects (master's degree a plus).
- Excellent communications skills are highly desirable for this position.
- 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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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.