



Battery Park City Authority

POSITION TITLE: Director of Project Management and Planning

DEPARTMENT: Real Property

GENERAL DESCRIPTION OF DUTIES

Under limited supervision, the primary function of this position is to plan and manage BPCA capital construction, infrastructure and repair projects and to manage, as required, specific real property-related and environmental programs for BPCA. This position reports to the Vice President Real Property.

ESSENTIAL FUNCTIONS

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 assessment, planning, engineering and design processes associated with potential capital projects, including multifaceted and multiphase infrastructure projects.
- 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 specific real property-related and/or environmental programs designed to maintain or enhance efficiencies and/or quality-of-life conditions.
- Provide oversight and supervision of Real Property Department staff assisting the Director of Project Management and Planning on assigned projects.
- 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 appropriate, provide public presentations, as well as presentations to the BPCA Board regarding assigned projects.
- 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.

MINIMUM TRAINING, SKILLS AND EXPERIENCE

A Bachelor's Degree in a related discipline and a minimum of ten (10) years of relevant work experience in the management of planning and/or construction projects, with increasing levels of responsibility are expected for this position. Some college-level engineering coursework is a plus. Additional years of relevant work experience and specialized skills or qualifications may be accepted in lieu of college degree or course content. Excellent communications skills are highly desirable for this position.

Please send resumes to: HR@bpca.ny.gov

Battery Park City Authority is an Equal Opportunity Employer.