

Battery Park City Authority

A City within a City



Come Grow with US!

Great Community!

Great Benefits!

Great Work Culture!

Job Title:	Associate Project Manager
Job Status:	Full Time
Department:	Real Property
Location:	200 Liberty Street, NYC 10281
Salary:	Commensurate with Experience
Additional Info:	Monday - Friday (7.5 hours a day)

SUMMARY:

Under moderate supervision, the primary function of this position is to manage, or assist in the management of – as the case may be – 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 Design and the Director of Project Management and Planning in the Real Property Department.

ESSENTIAL FUNCTIONS:

- 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.

EXPERIENCE:

- 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



Benefits will include:

**Transit Benefit
Medical, Dental & Vision
Pension
Wellness Program
Flexible Spending Account
...and much more!**

Please submit all resumes to: HR@bpca.ny.gov
Battery Park City is an Equal Opportunity Employer.