

# 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 Benefits!**

**Great Work Culture!**

**Job Title:** Assistant Vice President, Real Property Construction and Site Management

**Job Status:** Full-time

**Department:** Real Property

**Location:** 200 Liberty Street New York, NY 10281

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### POSITION SUMMARY:

Reporting to the Vice President of Real Property for the Battery Park City Authority (BPCA), the Assistant Vice President for Construction and Site Management is responsible for managing the construction activities and site management responsibilities for BPCA, including the oversight of the BPCA capital construction program and projects, required Battery Park City site management functions, dedicated BPCA construction and site management staff, and BPCA outside contractor/consultant performance.

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

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

**Essential Duties:**

The list of essential functions as outlined herein, is intended to be representative of the tasks performed by 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.

- Coordinate with other Real Property Department staff members in the development of annual BPCA capital plans and budgets, including the establishment of preliminary project budgets and schedules for identified projects.
- Collaborate and coordinate with Real Property Department planning and design personnel and with BPCA outside planning and design consultants in connection with construction preparation, constructability analyses, procurement activities, and other pre-construction processes associated with planned BPCA capital projects.
- Develop work plans for and manage Real Property Department construction and site management staff members.
- Review, approve, and monitor construction and site management procurement and contract documents and oversee related procurement functions.
- Assist in contract, contract amendment, and/or change order negotiations with construction contractors, site management service contractors, and construction and site management consultants.
- Oversee construction project management functions performed by Real Property staff members and, as needed and requested by the VP of Real Property, perform project management functions for specifically identified BPCA capital construction projects.
- Attend construction progress meetings and develop, review and approve written status reports.
- Monitor and provide regular reports on project budgets and schedules, including specific details regarding cost increases, change orders, and schedule delays.
- Interface with outside government and regulatory agencies and entities as necessary to facilitate BPCA capital construction projects and site maintenance activities.
- Review, approve and monitor construction and site management safety plans and protocols, developing new or revised plans or protocols as needed.
- Manage the development of and oversee a site and facilities management plan for all facilities and site systems for which BPCA is responsible.
- Review, approve and monitor regular site and facilities management reports and annual site management budgets.
- Recommend policy and procedure improvements.
- Advise and work collaboratively with other BPCA departments and staff as appropriate and as requested regarding construction and site management matters.

**Education and Experience:**

The position requires a bachelor's degree in construction management, facilities management, engineering or related discipline, coupled with a minimum of twelve (12) years of relevant work experience in construction management and site or facilities management. Experience in the management of public infrastructure and/or flood resiliency construction projects is considered a plus. Additional years of relevant work experience, certifications and/or specialized skills or qualifications may be accepted in lieu of a college degree.

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.

**Skills Required:**

- Excellent oral and written communications skills
- Excellent technical capabilities
- Conflict resolution and negotiation skills
- Familiarity with and ability to effectively use a variety of construction management and budget software platforms
- Proficiency in facilities operating systems
- Strong team-building and leadership skills
- Knowledge of public sector procurement processes
- Ability to effectively manage competing project and schedule priorities

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