

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: Director of Horticulture
Job Status: Full-time
Department: Parks Operations
Location: 75 Battery Place New York, NY 10280

POSITION SUMMARY:

The Director of Horticulture is responsible for managing and directing all aspects of the highly specialized plantings and gardens within Battery Park City Authority's (BPCA) parkland and open spaces, including those on the Eastern Border and Pier A. Utilizing "green" techniques, design and vision, continually innovate creative approaches to urban landscape that align with BPCA's values and goals. The Director partners closely with the Director of Maintenance on short and long term parks operational tasks.

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

www.bpca.ny.gov

Essential Duties:

Responsibilities include but are not limited to the following tasks:

- Develop and lead goals, objectives, and vision for the future of the Horticulture Division consistent with the mission, values and goals of BPCA.
- Maintain the current standards of the world renowned parks in BPC while using forward thinking techniques.
- Develop and coordinate short and long-term strategic planning goals and objectives for the Horticulture Division that line up with the Parks Operations goals and objectives.
- Develop a cross training program for staff and encourage and manage staff development and mentor the average of 20 full time horticulture staff.
- Prepare, implement, and monitor overall budget to include, staffing, labor, and supplies.
- Managing in-house landscape projects to ensure that projects are completed on schedule and within budget
- Develop and implement policies, procedures and plans for the Horticulture Division.

Leadership:

- Formulate schedules and budgets for tree, lawn, plant maintenance, and composting programs; along with new initiatives.
- Manage and continue to educate staff on composting and soil lab techniques.
- Review, draft and consult on specifications for Request For Proposals (RFPs).
- Oversee the Performance Review process.
- Consult with VP of Parks Operations in the planning and designing of new landscapes and techniques.
- Work with HR on personnel, disciplinary, and/or performance matters; to include employee selection process by identifying new hires, and promotions.
- Collaborate with other Departments on BPCA wide projects, goals, events, and solutions that include horticulture related topics.

Safety:

- Play a key role in workplace safety by demonstrating safety through leadership.
- Provide support and ensure policies and procedures are followed.
- As a member of the Crisis Management Team, guide strategic and well planned decisions for preparedness and response in the event of an emergency
- Aid in maintaining relevant safety related trainings and materials such as; SDS's, proper and safe working techniques and OSHA standards.
- Ensure proper use and oversight of personal protective equipment, machinery and equipment.

Other duties:

- Respond to work as needed in emergency situations and/or for special events
- Must be able to work a flexible schedule
- Participate in or conduct meetings as required by management
- Ensure a positive and fair work environment is maintained

Education and Experience:

A Bachelor's Degree in Horticulture or a closely related field is required. A minimum of eight (8) years of experience in the fields of horticulture and at least three (3) years of experience in a supervisory capacity **or** an Associate's Degree in Horticulture or closely related field with a minimum of ten (10) years of experience in horticulture and design and at least five (5) years in a supervisory capacity.

Must have successful operational experience and knowledge in sustainable landscape practice; knowledge

Must have a valid Driver's license.

Skills:

- Excellent leadership, communication (both verbal and writing), interpersonal, organizational, project management, development, technical, and analytical skills
- Ability to work under pressure, and independently
- Ability to work as a team member
- Interact professionally with all levels of management and staff
- Excellent supervisory and organizational skills
- Must be comfortable and confident with computers and capable of learning various BPCA used software
- Ability to read landscape drawings and specifications
- Knowledge of sustainable "green" design, conservation, horticulture, and urban design

Physical Requirements:

N/A

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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.