

Assistant Project Manager, Capital Maintenance

Job Description

The Brooklyn Bridge Park Corporation (BBP), a not for profit corporation, is responsible for the design, construction and operation of Brooklyn Bridge Park, an 85-acre, 1.3 mile, world-class park that stretches along the Brooklyn waterfront from Atlantic Avenue to Jay Street, north of the Manhattan Bridge. Adding much-needed open space for Brooklyn and New York City residents, Brooklyn Bridge Park contributes to the extraordinary revitalization of the waterfront in the New York Harbor, serving as a bridge from the commercial uses of previous centuries to the recreational uses of the future.

Construction of the park is ongoing, and BBP operates areas of the park as they open to the public, while continuing to construct the remaining portions of the park design.

<http://www.brooklynbridgepark.org/>

Summary/Objective:

Reporting to the Director of Capital Projects & Restoration the Assistant Project Manager participates in the oversight of capital restoration construction management. The Assistant Project Manager assists the Director of Capital Projects by coordinating and communicating with internal staff and external contractors, consultants, engineers, and architects.

Essential Functions:

- Consult with the Park's landscape architects and engineers to determine scope of discrete maintenance projects
- Manage contractor procurement; develop scope documents together with the Director of Capital & Director of Facilities
- Liaise with BBP's legal department to ensure contracts are up to date and the Park's insurance requirements are met
- Track spending on individual maintenance projects and ensure projects come in on budget
- Manage on-call contractors, including plumbers, electricians and general contractors
- Supervise contractors on site, ensure compliance with Park regulations, and provide field direction when needed
- Manage BBP's preventative maintenance program. Including initial procurement of relevant inspection contracts, ensure inspections are happening in a timely manor and are memorialized in Cartegraph, BBP's asset management software
- Follow up on any issues flagged during routine inspections to ensure Park systems are always code compliant
- Liaise internally with the Park's maintenance department on upcoming projects

- Input capital maintenance projects into BBP's asset management software, Cartegraph, and update assets as required
- Coordinate with BBP's Communications team on upcoming work, improvements and closures
- Develop capital maintenance archive to improve institutional knowledge, including an inventory of relevant specifications and cut sheets for Park assets in Cartegraph
- Manage the procurement of equipment as required, ie. light fixtures, playground equipment, mechanical parts, etc.

Qualifications

- Bachelor's degree
- 2-3 years relevant work experience
- Strong verbal and written communication skills
- Demonstrate interest in the evolving field of public space management
- Detail-oriented, organized, hardworking, energetic and self-motivated
- Ability to communicate across all departments and interact with all levels of management and staff
- Comfortable working independently or with a team in a park-setting
- Experience managing budgets
- Ability to read construction documents
- Proficient computer skills including database management software, Microsoft Outlook, Word, and Excel
- Knowledge of GIS is preferable but not required

To apply: Please submit a cover letter and resume to jobs@bbp.nyc with the title of the position "Assistant Project Manager, Capital Maintenance" in the subject line. We are an Equal Opportunity Employer.