

Assistant Project Manager, Capital Restoration

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 Capital Restoration Project Manager, the Assistant Project Manager participates in the management of parkwide capital restoration projects. The Assistant Project Manager coordinates and communicates with internal staff and external contractors.

Essential Functions:

- Manage contractor procurement; develop scope documents together with the VP of Capital, Project Manager, and Deputy Director of Maintenance
- Liaise with BBP's legal department to draft contracts, ensure contracts are up to date and the Park's insurance requirements are met
- Work directly with the BBP finance team to set up vendor accounts and contractor profiles in the Park's finance system
- At the beginning of each fiscal year the Assistant Project Manager is responsible for the renewal of all on call contracts and preventative maintenance contracts
- Contract renewals require compliance documentation and updates in the Park's financial management system
- Track spending on individual maintenance projects and ensure projects come in on budget
- Set up site visits with contractors and facilitate walkthroughs as needed
- Manage project close out, including archiving documents and final payments
- Coordinate onsite supervision with the maintenance team, ensure compliance with Park regulations, and provide field direction when needed
- Liaise internally with the Park's maintenance, ops and hort departments on upcoming projects
- Coordinate with BBP's communications team on upcoming work, improvements and closures
- Assist in the procurement of equipment as required, ie. light fixtures, playground equipment, mechanical parts, etc.
- Work with the Data Asset Manager in Cartegraph, the Park's asset management software
 - Input capital maintenance projects into Cartegraph, and update assets as required
 - Develop and maintain a capital archive to improve institutional knowledge, including an inventory of relevant specifications and cut sheets for Park assets in Cartegraph
 - Work in Cartegraph on data extraction for managers across the operations team

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, Adobe products including Illustrator
- Knowledge of GIS is preferable but not required
- Must be a NYC resident
- Salary range \$65k-\$70k

Apply through this link:

<https://brooklynbridgeparkcorporation.applytojob.com/apply/4H6GN7qMWX/Assistant-Project-Manager-Capital-Restoration?source=bbpwebsite>

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