

Battery Park City Authority
POSITION DESCRIPTION

POSITION TITLE: Senior Project Manager

DEPARTMENT: Real Property

GENERAL DESCRIPTION OF DUTIES

Under limited supervision, the purpose of the position is to plan and manage capital repair and construction projects of the Battery Park City Authority. This position reports to the Vice President Real Property.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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.

- 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 assessment and design processes associated with potential capital projects.
- Perform project management functions for Authority capital projects, including procurement, contracting, construction oversight, inspection and project closeout functions.
- Assist in the formulation of and reporting regarding Department operating budgets.
- Interface with outside entities and agencies as necessary to facilitate BPCA construction, repair and maintenance activities and projects.
- Advise and work cooperatively with other Authority departments on planning and construction matters.
- Remain current in knowledge construction-related issues and developments.
- Perform other related duties as requested by the Vice President of Real Property.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in related discipline and a minimum of ten (10) years of relevant work experience. Additional years of relevant work experience and specialized skills or qualifications may be accepted in lieu of college degree. Please send resumes to HR@batteryparkcity.org.

Battery Park City Authority is an Equal Opportunity Employer.
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**Battery Park
City Authority**