

HY/HK Alliance – Director of Operations – job description | 2014

Position Title: Director of Operations

Reporting To: Executive Director

Basic Function:

The stewardship and care of the park and open spaces within the district, service to visitors, and expansion of public events and community programs.

Work Performed:

- Oversee daily operations and maintenance of all working elements of the BID district and park including mechanical and specialized lighting systems, a significant water feature, irrigation, plumbing, and electrical systems, signage, and garbage collection areas.
- Manage and support overall plant health and soil nutrition strategies for all gardens to include sustainable gardening practices and integrated pest management in the outdoor gardens.
- Oversee and perform horticultural maintenance tasks such as planting, pruning, weeding, mulching, edging, and watering.
- Establish and oversee a systematic plant records policy and design aesthetic in coordination with the BID's strategies.
- Collaborate with contracted maintenance specialists to perform repairs and seasonal adjustments.
- Conduct daily rounds, reporting any inconsistencies or malfunctions of the MEP systems.
- Maintain inventories of Maintenance & Operations (M&O) materials, order tools and supplies.
- Assist in the coordination of snow and ice removal.
- Assist with winterization and spring start-ups on applicable systems.
- Work with garden volunteers; growing the size of the program overtime.
- Draft RFPs for third party vendors as needed; review proposals, engage, and coordinate activities of third party vendors.
- Liaise with local police precinct(s), area business owners, residents, and neighborhood groups on a continuous basis.
- Communicate with city agencies as necessary.
- Participate in a range of activities beyond the typical work day, including BID events and programs.

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Preferred Education, Experience and Certifications:

- Bachelor's degree from an accredited college or university with major coursework in Landscape Architecture, Engineering, or a related field.
- 5+ years' experience in maintenance of public park, botanical garden, or similar operation.
- Horticultural experience with in-depth knowledge of plant culture, maintenance, and identification strongly preferred.
- Desired Certifications: applicable technical certifications.

Qualifications:

- Demonstrated ability to perform wide variety of maintenance and operational tasks.
- Ability to read schematics and troubleshoot control problems.
- Able to work alone or in groups, in all weather conditions; self-motivated; relate well to public.
- Ability to engage with a wide variety of stakeholders, including high level donors, city partners, BID subcontractors and staff.
- Excellent staff management skills.
- Solid computer skills required (Microsoft Word/Excel/Outlook).
- Team-player, willing to collaborate on all tasks required for maintaining the highest standards of landscape management and operations, programs, development, and communications.
- Proven track record dealing with community groups, businesses, and residents required.

To Apply:

Please submit your cover letter and resume to info@hykalliance.org. Weekly hours: 28. Salary: \$55,000. Health benefits included. Only those whose applications are being considered will be contacted.

Hudson Yard/Hell's Kitchen Alliance is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.