

Facilities Project Manager, Facilities

Department: Facilities

FT/PT: Full-Time

Job Status: Exempt

Reports to: Senior Director, Facilities

KEY RESPONSIBILITIES

The Facilities Project Manager is a full-time employee of The Trust for Governors Island (Trust). Reporting to the Senior Director, Facilities, the Manager will be an integral part of the team by supporting the overall mission, goals, and strategic initiatives of the department. The Project Manager will be responsible for the procurement and oversight of an array of projects within the Facilities Department.

Other responsibilities include:

- Provide procurement support for Facilities projects, developing scopes of work, management of bidding process and evaluation, award, and coordinating necessary approvals.
- Lead project management for assigned projects, including scheduling, tracking project progress and deadlines, identifying delays and change order needs, and ensuring the final product meets the requirements of the contract.
- Act as primary point of contact for on-call contractors – working with the engineering team to procure proposals as required.
- Collaborate with the Facilities Manager on site supervision of work by contractors and provide administrative support/financial tracking on the execution of projects.
- Create and maintain documentation for the full life cycle of all projects.
- Liaise on interdepartmental projects involving Property Management and Real Estate, keeping accurate and detailed project records and ensuring internal stakeholders are apprised of progress.
- Manage large-scale projects that advance the initiatives of the Facilities team and the functionality of the Island's facilities as a whole.
- Attend Capital construction meetings, apprising appropriate departments of updates.
- Development of OSHA safety compliance program and internal safety procedures.
- Coordination of Operations staff training and certification schedules.
- Prepare and provide departmental reports, presentations and correspondence.
- Develop and document written procedures for facilities processes.
- Other projects and duties, as assigned.

QUALIFICATIONS

Education:

- Bachelor's degree in architecture, engineering, construction management, project management or related field.

Experience:

- Minimum 3 years of experience in performing construction or commercial real estate project management work, including planning, administering, managing, coordinating, and execution of small-large scale projects.
- Experience in a public operations environment, preferably on a campus, in a park/public space, in event production, or in a high-profile commercial space.
- Experience with the implementation of a work order/asset management system.

Skills and Abilities:

- Excellent problem-solving skills with an innate understanding of when to elevate an issue.
- An understanding of building structure and MEP systems.
- Ability to read and interpret building plans, specifications, bid documents and knowledge of design and construction contracting.
- Excellent communication skills: oral, graphic and written, problem-solving skills, interpersonal and collaborative skills.
- Excellent computer skills – Microsoft Office Suite, MS Project, Photoshop, Adobe Acrobat.
- Excellent project management skills, ability to comprehend and coordinate logistics across a range of subject matter, identifying issues and mitigating problems before they occur.
- Ability to be flexible, make sound professional judgments, and manage multiple priorities simultaneously.
- High level of personal accountability, self-organization, autonomy and discipline.
- Ability to work with people at all levels with an open and engaging personality.
- OSHA 10
- Driver's license required.

TO APPLY

Please send a cover letter and resume as a single PDF document to jobs@govisland.org with "Facilities Project Manager" in the subject line. No phone calls please.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are

offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

ABOUT THE TRUST FOR GOVERNORS ISLAND

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit www.govisland.org