



POSITION DESCRIPTION: Chief of Park Operations

The High Line is a new public open space on a disused, elevated rail structure on the west side of Manhattan. Built between 1929 and 1934 to carry rail freight, the High Line runs from Gansevoort Street to 34th Street. The High Line has been unused for freight transportation since 1980.

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. Construction of this unique park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section is scheduled to open in 2008.

The High Line is owned by the City of New York, under the jurisdiction of the NYC Department of Parks & Recreation (DPR). Friends of the High Line is the City's private, non-profit partner in the design, construction, and ongoing maintenance of the park. Friends of the High Line will collaborate with the Parks Department on all aspects of future management of the park, including horticulture, maintenance, and programming.

Job Description

The Chief of Park Operations is a key leadership position in the future management of the High Line public open space. The Chief of Parks Operations will be responsible for both the initial development of park management protocols and, subsequently, the ongoing management all aspects of park operations on the High Line, including general maintenance, technical support for public programs, facility management, property management, fleet management, and public safety, and will collaborate with the Director of Horticulture on the maintenance of all plantings. The Chief will be responsible for both daily operations, as well as long-term planning for future operational needs for the park. The High Line is to be maintained sustainably, in a first class condition, commensurate with the world-class design and the mission of both Friends of the High Line and the Parks Department.

The Chief of Park Operations will report to both Friends of the High Line and the Parks Department. The Director of Horticulture will be an employee of Friends of the High Line, under the leadership of the Executive Director, and will report to the High Line Project Administrator, a Parks Department employee.

Primary task areas include

1. Manage overall maintenance and operations protocols for the High Line, consistent with standard New York City Parks practices and Park Rules and adapted with specific techniques to address the unique condition of an elevated open space;
2. In collaboration with the Executive Director and the Project Administrator, responsible for long-term planning for all maintenance and operations of the High Line, including long-term budgets;
3. Maintenance and Operations (M+O) Facility Management: work with the Project Administrator and Parks Capital Department to develop a permanent M+O facility at Gansevoort Street; work with the Project Administrator on interim M+O facilities on the High Line, including facilities to be built as part of the capital project and subsequent interim facilities, as necessary, prior to the completion of the permanent facility.

4. Act in a general oversight capacity of all field operations, inspecting all park facilities and property areas a minimum of once daily. Responsible for identifying field-related problems, troubleshooting, and liaising with the appropriate personnel to achieve resolutions on all shifts. Inspection of park facilities and property areas shall focus on, but not be limited to trash collection, facility maintenance, property management, identification of damaged and/or broken items;
5. Develop environmentally-friendly and -sustainable management practices, consistent with the overall goals of the organization; research best practices in this area, including evaluating the work of other local and national businesses and institutions;
6. Manage all maintenance staff; Responsible for creating and maintaining work schedules for all maintenance, security and horticultural staff; Direct responsibility for all maintenance staff;
7. Primary liaison to Park Enforcement Police (PEP);
8. Work with the Director of Horticulture to manage horticulture staff and horticultural maintenance needs;
9. Work with the Director of Park Programming to support all public programs and events;
10. Responsible to manage and coordinate field resources, coordinating with staff to address unanticipated daily needs outside of the regular schedule of activities and the assignment of tasks, ensure proper and timely execution of daily tasks and provide general oversight for special assignments as may be assigned at staff coordination meetings;
11. Develop, maintain, and supervise the organization's Health and Safety Program;
12. Manage all maintenance contracts; prepare Requests for Proposals, review bids and select vendors to procure necessary equipment and supplies; Oversee inventory control;
13. Keep the Executive Director and Project Administrator informed concerning work progress, including present and potential problems and suggestions for new or improved/innovative ways of addressing problems;
14. Establish and maintain effective working relationships with the Parks Department and other city, state and federal departments/agencies;
15. Perform other duties as required in the scope of the job as designated by the Friends of the High Line's Executive Director or the High Line Project Administrator.

Qualifications

This position requires a minimum of five to seven years of administrative experience with a minimum of five years in a hands-on supervisory capacity in a series of increasingly senior positions. A minimum of a bachelor's degree in a relevant field is required. The successful candidate must have excellent leadership communication (both verbal and written, in English), interpersonal, organizational, project management, development, technical and analytical skills (such as non-toxic pest control, value engineering, etc.). Knowledge of common employment practices is considered essential. Candidates must be capable of working additional hours, under pressure, and independently as necessary as well as handling a diverse range of responsibilities; must be able to work as a team member; must be able to interact with all levels of management and staff; must have computer and technical skills (Microsoft Word/Excel preferred). Valid US driver's license required.

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line 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.

December, 2007