



## **POSITION DESCRIPTION: Manager 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. It is now owned by the City of New York, under the jurisdiction of the NYC Department of Parks & Recreation (DPR).

The High Line is managed by Friends of the High Line (FHL)—the City’s non-profit partner in the design, construction, and ongoing maintenance of the park, in collaboration with the Department of Parks & Recreation. The first section of the park is opened in June of 2009, and construction of the second section is currently underway.

### **Job Description**

The Manager of Operations is a critical member of FHL’s Park Operations team. Under the supervision of FHL’s Director of Horticulture & Park Operations, the Manager of Park Operations will take the lead role in maintaining, troubleshooting, and repairing the High Line’s unique systems and infrastructural elements, including but not limited to mechanical, electrical, plumbing, irrigation, and security functions. Working interactively with a team of maintainers, custodians, and horticulturists as well as FHL administration, the Manager’s responsibilities will include:

### **Primary Tasks**

- Oversee daily operations and maintenance of all working elements of the High Line structure including mechanical and specialized lighting systems, a significant water feature, irrigation, plumbing, and electrical systems, a small fleet of electric and diesel vehicles, trash chute and compactor, elevators, security gates, signage, and garbage collection areas;
- Provide emergency response to MEP and irrigation equipment, as well as other working systems;
- Collaborate with contracted maintenance specialists to perform repairs and seasonal adjustments;
- Conduct daily rounds, reporting any inconsistencies or malfunctions of MEP systems
- Maintain inventories of Maintenance & Operations (M&O) materials, order tools and supplies;
- Operate all equipment and vehicles in a proper and safe manner, perform small engine and power tool repair and maintenance;
- Train staff in proper use of equipment;
- Coordinate and participate in snow and ice removal;
- Ensure proper functioning of M&O facilities, offices, and overall campus;
- Perform winterization and spring start-ups on applicable systems;
- Repair, paint, patch surfaces, concrete, etc.;
- Report and remove graffiti;
- Meet daily with Director of Horticulture & Park Operations to assess priorities and communicate issues.

### **Qualifications**

- Demonstrated ability to perform wide variety of maintenance and operational tasks;
- Ability to read schematics, troubleshoot control problems, and rewire components;
- Ability to work with power tools, small motorized equipment, and vehicles;
- Able to work alone or in groups, in all weather conditions; self-motivated; relate well to public;

- Valid drivers license;
- Ability to work overtime, weekends, and holidays as needed; be on call for snow removal;
- 5+ years experience in maintenance of public park, botanical garden, or similar large-scale operation;
- Desired Certifications: Equipment operator, welding, OSHA training, applicable technical certifications.

**To Apply**

Please submit your cover letter, resume, and salary requirements to [jobs@thehighline.org](mailto: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.