



**NORTH
BROOKLYN
PARKS
ALLIANCE**

POSITION DESCRIPTION: OPERATIONS MANAGER (1 JOB OPENING)

POSTED: March 13, 2023

APPLICATIONS DUE: MARCH 31, 2023

START DATE: April 15, 2023

OVERVIEW

North Brooklyn Parks Alliance (NBK Parks)—the non-profit conservancy for parks and open spaces in Greenpoint & Williamsburg—is currently seeking motivated and energetic individuals to join a dedicated team working together to ensure that Under the K Bridge Park (UTK) and other local green spaces are thriving for the community.

POSITION SUMMARY

The Operations Manager is a new full-time, year-round position integral to shaping the future of the organization as it expands and deepens its public space management throughout Greenpoint and Williamsburg, Brooklyn's Community Board 1. This is a project and staff management role that brings technical, organizational, and operational skills to plan, monitor, maintain, and support NBK Parks' Grounds Crew, facilities, and systems. This role will work closely and in collaboration with the Director of Horticulture and Stewardship, supervising operations and will report directly to the Deputy Director.

The Operations Manager will manage two separate part-time grounds crews, one based in and focused on the grounds and maintenance operations Under the K Bridge Park (UTK) – a 7-acre park under the Kosciuszko Bridge that opened in 2021, and the Community-based mobile grounds and maintenance crew that tends to plazas, parks and other open spaces under the care of NBK Parks.

RESPONSIBILITIES

- Act as the point of contact for park operations and grounds crew, such as facilities troubleshooting, safety protocol, and grounds.
- Purchase, track, stock, and maintain all NBK Parks equipment, facilities, and vehicles, as well as first aid and other supplies as needed in the parks and other areas under NBK Parks care.
- Manage park and mobile grounds crews, including tracking schedules and work hours, assigning priorities and tasks, and issuing equipment (2-way radios, keys, tools, etc.).

- Create a park operations manual, including events protocol. Work with third-party event producers to ensure compliance with established protocols.
- Submit invoices and employee reimbursable expenses to an approved budget as needed.
- Document and report as needed damage to parks, open streets, and plazas.
- Remove graffiti and other vandalism, repair damaged assets as needed.
- Operate vehicles and machinery including power washers, snow plows, leaf blowers, bobcats, and forklifts.
- Ensure the safe use of all equipment used by all teams.

Administration:

- Monitor for, address, and report park safety hazards, vandalism, etc.
- Maintain daily park records, including documentation, budgets, inventories, safety reports, inspection forms, etc.
- Respond to emails, radio inquiries, and requests in a timely and appropriate fashion.
- Implement schedules and develop staff training to meet world-class standards.
- Compile reports and datasets.
- Vendor, supply, and contractor procurement.

Leadership:

- Hire, oversee, and mentor, and direct junior staff—with additional oversight from the Director of Horticulture & Stewardship.
- Train staff on operational best practices and standards regarding professional development, maintenance, sanitation, machinery, inspection, reporting, etc.
- Find and suggest improvements, as necessary, to meet NBK Parks highest operational standards.
- Communicate with external patrons and internal team members and constitutes as an ambassador of NBK Parks
- Implement procedures to build teams, maintain employee morale and create an inclusive environment.

Park and Public Realm Operations:

- Maintain the highest standards of park and personal safety
- Ensure that Under the K, and other green spaces that are under the care NBK Parks—including parks, dog runs, and plazas—are maintained and operated at the highest standards of cleanliness and good repair
- Operate, troubleshoot, and provide maintenance of machinery and equipment
- Install park signage and communications materials as needed
- Be available to support Operations Crew Members as needed during inclement weather and other emergencies



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Program Operations:

- Support the set up and break down programming, events, and volunteer activities
- Participate in special projects

QUALIFICATIONS

- Minimum of 2–3 years of demonstrated successful experience in an operational and/or technical capacity
- Effective interpersonal, communication (oral and written), organizational, and problem-solving skills
- Strong attention to detail and a commitment to quality
- Work fluently in an Apple/Mac iOS environment
- Excellent computer skills including G Suite; Drive, Gmail, Google Cal. Sheets, Docs, Excel, Word, PowerPoint.
- Can document work and ideas with hand illustrations, photo, and video documentation, can work in Photoshop or InDesign or create detailed maps, a plus
- Ability to work in a dynamic and fast-changing work environment
- Ability to perform physical labor (lifting 40lbs, bending, squatting, etc.) and operate machinery in all weather conditions
- Bachelor's degree preferred
- Valid New York driver's license

ABOUT NBK PARKS

North Brooklyn Parks Alliance's (NBK Parks), formerly known as Open Space Alliance, was founded 20 years ago in 2003. The organization is dedicated to fostering a vibrant and equitable network of parks and open spaces in Greenpoint and Williamsburg. nbkparcs.org / [@nbkparcs](https://www.instagram.com/nbkparcs)

ABOUT UNDER THE K

Under the K Bridge Park is located under the Kosciuszko Bridge in Greenpoint, Brooklyn. When Under the K opened in 2021, it transformed seven acres of formerly underutilized land in Greenpoint's Industrial Business Zone into a space where culture and nature can thrive together. The park is programmed and maintained by the North Brooklyn Parks Alliance through an agreement with the New York State Department of Transportation. [@underthek](https://www.instagram.com/underthek)

TO APPLY:

This is a full-time position with a salary range of \$50,000-\$60,000. Qualified candidates should submit a cover letter, resume, and salary expectations (as one PDF document preferred) with "Operations Manager" in the subject line to info@nbkparcs.org.

North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBKParcs is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.