

Job Opening

Job Posting: 11/1/18

Application Deadline: 12/3/18

JOB TITLE: Senior Director of Facilities

LOCATION: Western NY

DEPARTMENT: Erie Canal Harbor Development Corp. (ECHDC)

BASIC FUNCTION: Primarily responsible, in conjunction with ECHDC President, for the formulation, development, and implementation of facilities planning, operations and maintenance, and capital maintenance activities and projects in furtherance of ECHDC efforts to revitalize Buffalo's waterfront. Develops, manages, and/or coordinates various technical activities of the ECHDC staff, including but not limited to the development of strategic operations and maintenance and other site-specific projects that would advance the Corporation's mission. Secondary responsibilities include implementation of construction activities and projects related to the primary responsibility.

At the discretion of the ECHDC President, ESD Regional President, ESD Senior VP of Real Estate, and ESD VP/Sr. Counsel for Upstate Capital Projects, this person shall also be responsible/available for augmenting ESD's Design and Construction Department capabilities in Upstate New York by providing technical support related to facilities planning, operations and maintenance, and capital maintenance activities and projects being undertaken through ESD's WNYRO, Finger Lakes (Rochester) Regional Office, Central New York (Syracuse) Regional Office, and/or ESD's Niagara Falls subsidiary, the USA Niagara Development Corporation ("USAN").

WORK PERFORMED:

- Facilities Planning
 - Develop and formulate with staff and serve as primary author for policy statements and white papers on various technical issues.
 - In conjunction with ECHDC President, identify goals/objectives for each program year and formulate/refine projects to progressively advance agency mission and coordinate with ECHDC President to assist in annual budgeting and programming of such efforts.
 - Serve as secondary technical liaison with City/State/federal agencies associated with waterfront development in the City of Buffalo, e.g. various City departments, State Parks capital/management personnel, Erie County planning and public works, NYSDOT, NYSDEC, NYSTA, NYSDOS, USACOE, US Coast Guard, etc.
- Project Planning, Design and Management
 - Serve as principal reviewer of agency strategic and project-based planning documents (e.g., strategic plans, master plans, general project plans).
 - As necessary, procure/manage work of consultants, contractors and/or vendors involved in facilities planning, operations and maintenance, capital maintenance and environmental investigations as they relate to ECHDC facilities and maintenance projects.
 - As necessary, serve as primary liaison for any local, county, state, or federal permitting required for ECHDC facilities and maintenance projects.
- Procurement/Business Development
 - Prepare technical scopes of work for requests for qualifications ("RFQs"), requests for proposals ("RFPs") and facilities and maintenance-specific services.
 - Prepare requests for expressions of interest ("RFEIs"), RFQs, and RFPs for facilities management, operations and maintenance, and lease agreements on ECHDC-owned or controlled land/properties.
 - Develop selection/evaluation criteria for procurement activities.
 - In conjunction with other ECHDC staff, lead and/or manage procurement process in accordance with ESD Procurement Guidelines.
- Project Management/Oversight.
 - For ECHDC-contracted and/or led projects provide oversight to facilities management, operations and maintenance agreements, and building/site leases.

- Coordinate with Director of Waterfront Design to ensure facilities management policies, and/or procedures are included in contract specifications.
- Responsible for effective scheduling, staging, and supervision of project team members.
- Responsible for trouble-shooting problems promptly briefing appropriate higher-level personnel when necessary to avoid escalation.
- Miscellaneous Functions
 - Provide status reports on project schedules and all work in progress.
 - Manage, monitor and maintain all buildings, infrastructure, utilities, and miscellaneous systems, including parts inventory as necessary, owned and/or operated by ECHDC.
 - Ensure compliance with audits and permits, and safety and security procedures.
 - Review proposals, legal agreements and contracts.
 - Approve invoices.
 - Prepare ECHDC and ESD Board Materials.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor’s degree in architecture, civil, mechanical or electrical engineering; or equivalent degree in a related field.

Relevant experience required: At least ten (10) years’ progressively responsible experience (of which least five (5) years in a supervisory facilities management capacity or other positions related to engineering and architecture, capital facilities, urban redevelopment projects, and/or environmental documentation for facilities projects.

Knowledge required:

- Advanced understanding of buildings, mechanical systems, parking structures and site infrastructure/utilities including development regulations, capital facilities planning, real estate finance, construction management and project oversight.
- Ability to read, review, and comment on preliminary/final design drawings, construction documents, and specifications for public infrastructure, capital improvement, and building projects.
- Strong written, graphic, and oral communication skills, including ability to prepare technical reports, summary briefings, and oral presentations to the ECHDC/ESD management and regulatory agencies.
- Strong organizational and interpersonal skills

APPROXIMATE HIRING SALARY: Starting at \$90,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke, AVP, Human Resources Department

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

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