

BROOKLYN BOTANIC GARDEN
JOB DESCRIPTION

POSITION TITLE: Vice President of Facilities Planning, Construction, and Management

DEPARTMENT: Facilities and Capital Program

REPORTS TO: President & CEO

PRIMARY OBJECTIVE:

The Vice President for Facilities Planning, Construction, and Management is the Garden's senior administrator responsible for physical plant maintenance and operations, facilities planning, and capital programs.

BUDGETARY SCOPE:

Planning, negotiation, and implementation of approximately \$64 million capital construction and garden renovation programs over the next 5 years; administering an annual \$3 million operating budget.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

Reporting to the President and CEO, this Vice President serves as a member of the Garden's Executive Management Team, provides staff support to the Garden's Board of Trustees' ad hoc design committees, and chairs the internal Capital Oversight Group. This position serves as the senior institutional liaison to City and State agencies associated with the Garden's capital construction and renovation programs, and is BBG's internal "green champion," ensuring that all of the Garden's operations—from procurement to recycling, from the vehicular fleet to lightbulbs and paper products—are monitored for opportunities to be more ecologically appropriate.

The Vice President monitors the progress of consultants, contractors and construction-management firms; develops and prepares reports, specifications and cost estimates for new and renovated facilities and gardens; provides expertise and makes presentations in areas of facilities planning and development to the Board of Trustees, Executive Management Team, and applicable internal and external audiences; monitors the schedule and budget for diverse construction and renovation projects; coordinates department activities with procurement and financial control functions; and evaluates the operations of the department and makes recommendations on department policies, systems, and procedures.

It is also the responsibility of the Vice President to recruit, lead, evaluate and manage a diverse team of about 25 full-time union and non-union departmental staff. The Vice President directs and supports non-union senior managers in the execution of capital-project goals through needs assessments; funding estimates and requests; project management; and analysis in the program development, design, construction, and commissioning phases of a project. The Vice President also leads senior managers in the maintenance and custodial operations for all buildings and facilities, with an emphasis on the daily operations of the maintenance and custodial programs, and performs other related duties as assigned.

SUPERVISION EXERCISED:

- Oversees the continued implementation of capital-project initiatives to ensure that all Garden facilities and gardens are environmentally sensitive, functional, and code compliant.
- Assists with advocacy program involving elected and appointed officials, government agencies, and private sources for funding and completion strategies for multiple capital and expense facilities and garden projects.

- Prepares and administers Division's budget and work plan. Prioritizes department commitments; tracks and reports project status; prepares project summaries for distribution to staff, external audiences and agency contacts.
- Participates in the development, planning and decision-making phases in implementing Garden policy at the executive level. Prepares materials and presentations for the Board of Trustees or at Board Committee meetings, as appropriate.
- Plans, budgets, and schedules facility modifications including preparation of needs analyses, schedule projections, cost estimates, bid documents, and contracts for design, construction, maintenance, and supplies procurement. Uses sound judgment to utilize institutional resources to maximum benefit.
- Maintains long-range plans, conceptual designs, and capital program requirements and documentation for all BBG facilities and gardens.
- Represents BBG in public and professional forums and with city agencies (DCA, DDC) and other civic bodies such as NYC Art Commission and Landmarks Preservation Commission.
- Formulates and coordinates capital-program specifications, requests for proposals, consultant-selection processes, contracts, and associated documents.
- Assures that building systems are fully operational and inspected in accordance with preventive maintenance schedules.
- In concert with the Capital Oversight Committee, plans and develops priorities and requests for capital program funding to government and private funders.
- In concert with Director of Facilities, plans departmental workflow for maintenance and custodial operations.
- Plans and administers new construction and renovation projects, ensuring compliance with all internal consultant-selection, procurement, and financial procedures.
- Develops or assists in the development of standards and policies for institutional furnishings, signage, and other facility components or installations.
- Work in partnership with colleagues on the Executive Management Team, and specifically in concert with colleagues within the Business Office, to implement institutional goals and objectives in accordance with fiscal and human resources policies and controls.

EDUCATION/EXPERIENCE REQUIRED:

A baccalaureate degree is required, although a graduate degree in construction management, engineering, architecture, or other relevant field is highly desirable, as is professional registration.

A minimum of at least seven (7) years progressively responsible experience in Capital Construction, Project Management and/or Facilities Planning and Management, preferably in the higher education or the not-for-profit sector.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Demonstrated competencies: vision and leadership, analytical planning and problem-solving skills; negotiation; accountability; team building and staff development; excellent planning and organizational skills; astute judgment and decision-making; integrity and professionalism; respect for diversity and the ability to function well in a multicultural environment; and excellent communications skills.
- Knowledge of design and construction of buildings and infrastructure, maintenance and operations, utilities and central plants, laws and common practice for purchasing and procurement, construction techniques and practices, municipal procurement processes, and local and federal building codes.
- Demonstrated ability to manage a professional staff in a public service organization.

- Substantial knowledge of architectural and engineering planning; design and construction; and physical plant maintenance, including knowledge of the NYC construction environment.
- The ability to identify, engage, and manage the services of a large number of construction management, architectural, landscape architectural, interpretive-planning, and engineering firms engaged through DDC and by BBG to implement a major facility development and garden improvement program.
- An understanding of the importance of environmental, energy, workplace health and safety, and public safety issues in the planning, design, and operation of physical facilities.
- Familiarity with financial tools, budget preparation, monitoring, and reporting techniques within the context of publicly financed capital projects.
- An ability to work effectively and collegially with staff in all Garden functions and within fiscal constraints and to negotiate effectively with a wide range of constituencies.

RELATIONSHIPS:

Internal: Department staff, Executive Management Team and staff in all internal functions, Board of Trustees, Capital Oversight Group. Supports President and Vice President of Development in Capital fundraising efforts.

External: NYC agencies (DCA, DDC, DOB, Art Commission, Landmarks Preservation Commission, Department of Environmental Protection, Fire Department), Facilities and Capital Program vendors, government and private funders, BBG state and federal advocacy consultants, utility companies, and other groups such as City, State and Federal regulatory agencies, etc.

Apply To:

Human Resources

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