



## **Job Description**

<b>Position Title:</b> Parks Project Associate	<b>Reports To:</b> Capital Projects & Design Manager
<b>Department:</b> Parks & Policy/Alliance for New York State Parks	<b>Location:</b> Albany, New York

### **About the Open Space Institute:**

The Open Space Institute, Inc. (OSI) protects scenic, natural and historic landscapes to ensure public enjoyment, conserve habitats, and sustain community character. OSI achieves its goals through land acquisition, conservation easements, loan and grant programs, creative partnerships, and analytical research.

### **Position Summary**

The Parks Project Associate is responsible for assisting with the Open Space Institute’s (OSI’s) growing portfolio of park planning, design, and construction projects in New York. Under supervision of the Capital Projects and Design Manager, the Parks Project Associate will assist with a broad and dynamic range of design, management, and oversight functions related to park, trail, interpretive, and open space capital improvement projects, and related duties as assigned.

OSI’s planning, design, and capital projects range from small (\$15,000) planning and design exercises to large (over \$1 million) capital design and improvement projects.

This position is expected to be a 2-year term, with the possibility of extending beyond.

### **Primary/Essential Responsibilities and Duties**

The Parks Project Associate will have the following primary duties, among others:

- Assists with the management and process of OSI’s planning, design, and capital projects including:
  - bidding and contracting of professional design and construction services including preparing Requests for Proposal (RFPs) for engineering, design, construction, inspection, maintenance or other services; preparing bid packages and coordinating bid solicitation, coordinating and participating in pre-bid and construction meetings,
  - review of all professional consultant work (landscape architects, architects, engineers, planners, interpretive, and others) for quality and completeness as it relates to capital improvement projects;
  - preparation and tracking of project schedules and project cost estimates, and the progress of, and payments to, consultants and contractors.
  - Preparation of project reports and graphic presentations;

- coordination between OSI and other outside organizations/agencies toward the timely completion of projects.
- With supervision, conduct field visits and inspections of proposed and ongoing work to ensure compliance with contracts, plans, and specifications;
- With supervision, and commensurate with ability and performance, lead selected design and capital projects.
- Liaise between Land, Parks, Stewardship and GIS staff to continually update comprehensive map updates so that OSI's parks projects are effectively illustrated and communicated.
- Coordinate the development of working maps and other graphics for OSI's planning, design, and capital project as required.
- Manage OSI's planning, design, and capital project digital files and folders and ensure that corresponding documents, graphics and maps are up to date and readily available;
- Coordinate the incorporation of information from OSI's planning, design, and capital project into internal and external staff meetings and presentations as required.

### **Qualifications**

- Bachelor's Degree from an accredited college or university with a major in landscape architecture, civil engineering, construction management, or closely related field.
- Two (2) years of professional project experience in land planning, site design and engineering, regulatory permitting, construction management, or closely related field.
- Organized and detailed oriented with effective communication and presentation skills.
- Proficiency in Microsoft Office and Adobe Acrobat.
- Must be able to drive to project sites.

### **Desirable Credentials, Experience, and Skills**

- Experience with land conservation planning, regional and open space planning, parks and recreational planning, and/or environmental sciences.
- Experience with non-profit organizations, grant funding and requirements, and coordinating with NYS governmental agencies.
- Experience with managing design consultants, contracts, bidding, and construction management and oversight.
- Experience organizing and executing project workshops and meetings.
- Experience with drafting and graphics software such as AutoCAD, ArcGIS, SketchUp, Photoshop, InDesign, and Prezi.

### **Working Conditions**

- Job will be divided between the office and field work (about a 50/50 split) and will require travel throughout the New York State (primarily the mid-Hudson Valley) to perform field inspections, attend meetings, and help manage projects.

- Job based in the OSI Albany office with frequent regional travel by car and rail to OSI locations in mid-Hudson Valley and NYC, and project sites.
- Job requires frequently working in front of computer in changing locations, sometimes remote.

### **Physical Requirements**

- Frequently sits for long periods of time. Work can also require standing, walking, lifting, stooping, bending as necessary, as well as other active outdoor activities such as hiking and biking.
- Frequent travel within New York State, mostly same-day trips by car.
- Frequently speaks, reads, writes, and uses a computer keyboard.

### **To Apply:**

Please email cover letter, resume and salary expectations as a single PDF to [resumes@osiny.org](mailto:resumes@osiny.org), with “*Capital Projects & Design Manager*” and where you saw the posting in the subject line by Oct 29, 2018.

*This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.*

For additional information visit [www.openspaceinstitute.org](http://www.openspaceinstitute.org).

Open Space Institute is an equal opportunity employer. No phone calls please.