



Riverfront Operations Manager

About Riverlife:

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts, connecting people through exceptional places and experiences. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$150 million investment in the city's waterfront transformation, catalyzing more than \$4 billion in related investment for economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. Riverlife centers their work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design.

Job Description:

In 2023 Riverlife garnered an historic investment and established a permanent Care & Maintenance Fund to support ongoing stewardship of the riverfronts. The Riverfront Operations Manager role is key to the continued implementation of Riverlife's vision and will work closely with the Director of Planning and Projects on organizational efforts to maintain, restore, and regenerate Pittsburgh's riverfronts. The person in this role will manage the planning, coordination, and implementation of Riverlife's care and maintenance program. In addition, they will work with staff and key partners in the development and implementation of ecosystem restoration projects, loopwide amenities as outlined in Riverlife's *Completing the Loop* plan, and other special initiatives to improve the three rivers. This is a full-time, exempt position reporting to the Director of Planning and Projects.

Key Responsibilities:

- Manage Riverlife's riverfront Care & Maintenance program, including:
 - Developing and managing agreements with public agencies and private owners for care & maintenance services on their riverfront parcels and monitoring compliance;
 - Maintaining strong relationships with partners responsible for maintenance, including serving as point of contact for City Department of Public Works and other agency field staff;
 - Contracting with and overseeing professional and volunteer care & maintenance services;
 - Working with the COO to ensure program operations align with fund policies and procedures;
 - Monitoring the riverfronts to assess conditions and report to relevant parties;
 - Regular program evaluation, reporting, and refinement.
- Manage Riverlife-led habitat restoration efforts, loopwide amenity implementation and other projects, including:
 - Developing and maintaining project budgets and timelines;
 - Overseeing projects including bank stabilization, invasive species management, native species planting, and other related efforts;
 - Coordinating ongoing operations of Riverlife-led capital projects;
 - Working with partners to design and install amenities along the loop;
 - Preparing Requests for Proposal (RFPs) for design, engineering, construction, restoration, and other related services;

- Ensuring project compliance with applicable codes, laws, regulations, rules, standards, guidelines, policies, and procedures;
 - Preparing bid packages and overseeing selection of vendors and awarding of contracts.
 - Reviewing progress of, and payments to, consultants and contractors;
 - Monitoring project results, including photo monitoring and other relevant documentation.
- Provide messaging and materials as necessary to present project information, solicit feedback from the public, in coordination with the Urban Design and Community Engagement Specialist
 - Support cultivation of funding for projects and programs, in coordination with relevant staff.
 - Attend required staff, committee and board meetings; assist with the taking of minutes, preparing of reports, and setting of agendas.
 - Assist other staff members with day-to-day office administration.
 - Other related duties as assigned.

Education, Experience & Abilities:

- Passion for Pittsburgh's riverfronts, trails, and open spaces.
- Demonstrated commitment to equity.
- Proven ability to plan, organize, schedule, and manage multiple projects efficiently and cost-effectively.
- Minimum five (5) years of relevant experience in public space maintenance and/or landscape management.
- Background in ecology, landscape architecture, environmental studies, or related field a plus.
- Experience with riverfront park management is preferred, but not required.
- Ability to communicate effectively and professionally, both verbally and in writing, including strong technical writing skills. Grant writing experience a plus.
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency.
- Strong organizational skills with a keen attention to detail.
- Strong administration and project management skills.
- Experience with contractor selection/evaluation. Ability to prepare RFPs/RFQs and associated legal notices for specific projects.
- General knowledge of appropriate laws and regulations as they apply to the construction, maintenance, and programming of public spaces.
- Ability to exercise sound judgment concerning maintenance needs, project challenges, and budget decisions.
- Positive and professional attitude; strong work ethic.
- Ability to work independently and collaboratively in a small, non-profit environment.
- Flexibility to attend meetings and work events on evenings and weekends as needed, and to travel occasionally for work-related meetings, trainings and conferences. Reliable transportation a plus.
- Proficiency with Microsoft Office, Google Suite. GIS a plus.
- Light physical activity, including some lifting of items up to 50 lbs., may be requested.

Salary & Benefits:

This is a full-time, exempt position reporting to the Director of Planning & Projects. Riverlife seeks to be an employer of choice, and offers the following salary & benefits:

- \$68,000-\$75,000 annual salary range
- 25 days PTO per year
- 12 paid holidays, including 3 floating holidays + a weeklong office closure in December

- Medical, dental, and vision insurance for employee and family
- Retirement savings plan with generous employer match
- Paid medical and parental leave provisions
- Life and AD&D insurance
- Professional development funds
- Flexible hybrid work environment

How to apply:

Please submit your cover letter, resume, and other application materials by 5pm on Friday, February 16, 2024 through the online application form at: <https://riverlifepgh.org/riverfront-operations-manager>

We ask applicants to complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce. <https://forms.gle/vcQeZI6dxEErYwHVA>

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.