

# GRAND CENTRAL PARTNERSHIP

## Job Opportunity

**Title:** Field Supervisor (non-union)

**Work Location:** 120 East 41<sup>st</sup> Street, Manhattan

**Unit:** Field Operations

**Number of Positions:** Multiple

**Salary:** \$50,000-\$65,000

### Job Description

The Grand Central Partnership (GCP) seeks experienced, result-oriented, highly-motivated individuals to become supervisors of the field operations staff at GCP, an equal opportunity employer that currently manages the day-to-day operations of the Grand Central Business Improvement District (BID) in Midtown Manhattan.

GCP Field Operations Supervisors supervise GCP's Public Safety Officers, Sanitation Sweepers and Tourist Greeters who provide supplemental services within the roughly 70 square block boundary of the Grand Central Partnership BID seven days a week. These supplemental services that will be supervised include maintaining street and sidewalk cleanliness, ensuring safety, providing guidance and assistance to the public, fostering relationships with area stakeholders (property owners and managers, retailers and other business owners, etc.) and disseminating general interest and regulatory information door-to-door.

Field Supervisors will report directly to the Director and Deputy Director of Field Operations, and perform day-to-day management of field operations.

Field Supervisors are expected to:

- Canvass the Grand Central Business Improvement District daily to ensure supplemental services are being provided to a standard of excellence
- Implement and enforce policies and procedures for the GCP's Field Operations staff fairly and consistently
- Provide constructive feedback to Field Operations staff regarding their job performance
- Apprise the Director or Deputy Director of personnel or inventory issues as they occur
- Identify and report streetscape asset condition/damage
- Interact with owners, managers and other business personnel to foster good constituent relationships

### Qualifications

- A 4-year high school diploma or its educational equivalent and significant full-time experience supervising employees in a field operations or service industry environment;
- Strong communication skills
- Basic computer skills (*Familiarity with Android devices and Android mobile applications a plus*)

### Preferred Skills

- Experience supervising, training, and evaluating the performance of employees
- Excellent interpersonal and management skills, with a proven history of establishing and maintaining collaborative relationships
- Excellent organizational and time management skills; superb judgment; a good work ethic
- Experience working with government, law enforcement, quasi-public agencies and stakeholders.

**Resumes should be submitted with a cover letter by email ([tswinson@gcpbid.org](mailto:tswinson@gcpbid.org)) no later than October 22, 2021**