Union Station Redevelopment Corporation  
Historic Preservation Project Manager

The Union Station Redevelopment Corporation (USRC) was established in 1983 as a nonprofit private organization to oversee the redevelopment of the station and the areas in its immediate vicinity. USRC is also charged with ensuring that Union Station prospers as a historically maintained, mixed-use urban, and multi-modal transportation center while protecting the Federal government’s interest in the property.

**Position Description:** The USRC’s Historic Preservation Project Manager is responsible for ensuring that USRC’s interest in maintaining the historic characteristics of Union Station is protected in all construction, building facility improvements, and other facility projects in and around Union Station. The position will manage USRC’s projects for preservation/maintenance and enhancement of the infrastructure at Union Station. The Historic Preservation Project Manager is responsible for coordination of projects and will perform a variety of tasks including understanding and tracking timelines, monitoring and summarizing project progress and ensuring projects are completed on-time and within budget. This position will work as part of a team of diversified stakeholders to meet the requirements and deadlines of each project.

**Specific Responsibilities of the Job:**

- Develop project scopes, budgets and schedules and effectively manage projects within these parameters.
- Develop Requests for Proposals, as appropriate, for all USRC project-related services.
- Oversee all phases of project development, including planning, design, and implementation, for all Union Station related projects, even those led by other stakeholders.
- Develop and present project-related communications and status updates to management and other key affiliated stakeholders.
- Make presentations with recommendations to the USRC board.
- Identify and resolve issues and conflicts for each project.
- Determine and assess the need for additional project resources and make recommendations to management.
- Coordinate with station projects being implemented by other affiliated station agencies to ensure minimal disruption to 24/7 operations in and around the station.
- Provide for the protection of historic building fabric by including protection criteria in all requests for proposals and project specifications, and by maintaining vigilance during project implementation.
- Serve as liaison to the FRA as AHJ on all building issues and projects.
- Work with the architect and engineer of record on the building restoration.
- Insist that all stakeholders, consultants, contractors, vendors and staff strive to attain the highest levels of worker and public safety by their adherence to all applicable safety regulations.
- Set, effectively communicate, and continually manage project expectations with team members and other stakeholders.
- Work with appropriate external staff to ensure projects are managed and completed on time.
- Proactively manage changes in project scope and devise contingency plans.
• Schedule and conduct, or otherwise attend project management and review meetings on a regular basis.
• Track project milestones and deliverables.
• Monitor project budgets and recommend adjustments where necessary.
• Participate in USRC’s corporate financial review process with respect to project cash flows and availability of funds, including adjustment of project budgets or implementation schedules, as necessary.

Required Knowledge, Skills, and Abilities

• Ability as an artful writer and skilled communicator who can translate complicated concepts into clear understandable language for a wide range of audiences.
• Use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
• Sound judgment and decision-making skills that consider the relative costs and benefits of potential actions.
• Ability to identify and solve complex problems by reviewing related information to develop and evaluate options and implement solutions.
• Ability to monitor and assess performance of yourself and staff and make improvements or take corrective action.
• Understanding of the principles and processes for providing effective project management.
• Knowledge of business and management principles involved in resource allocation, leadership and coordination of people and resources.
• Knowledge of current trends, practices, technology, and information required for effective project design and management, including Building Information Modeling (BIM).
• Understanding of Washington, D.C. regulations and codes.
• Understanding of historic preservation requirements (e.g. DCSHPO, CFA, Advisory Council on Historic Preservation).

Education and Experience

• Bachelor’s degree in business, administration, engineering or a closely related field from an accredited college or university.
• A minimum of five years of increasingly responsible experience in project management is preferred. An equivalent combination of education and/or experience will be considered.

Salary: Negotiable

To Apply: Submit your resume and cover letter to usrc@usrcdc.com. Your cover letter should include your salary requirements.

Closing Date: Open Until Filled