

UNITED NATIONS DEVELOPMENT CORPORATION

The United Nations Development Corporation is a New York State public benefit corporation formed in 1968 to undertake coordinated development of office space and other facilities in an area near the United Nations headquarters in New York City, in order to serve the needs of the official international community in the City, including the United Nations, missions to the UN and UN-related programs and activities.

Since 1969 when UNDC began operations it has provided more than one million square feet of office space and other facilities for the UN and UN related-organizations including at the following locations:

One UN Plaza. One UN Plaza, which opened in 1975, is a 39-story mixed-use office and hotel building located at the northwest corner of 44th Street and First Avenue. It includes approximately 358,000 square feet of office space that is fully occupied by the UN and foreign missions to the UN.

Two UN Plaza. Two UN Plaza, completed in 1983, is a 40-story mixed-use office and hotel building located adjacent to One UN Plaza with approximately 369,000 square feet of office space that is over 95% occupied by the UN and foreign missions to the UN.

Three UN Plaza. Three UN Plaza, a 15-story building located on the south side of 44th Street across from One and Two UN Plaza with approximately 205,000 square feet of office space, was first occupied in 1987. Three UN Plaza is leased to UNICEF as its world headquarters.

Position: Capital Project Manager

The Capital Project Manager will be responsible for and represent UNDC in the planning for and management of various capital improvements projects at One, Two and Three UN Plaza. The Capital Project Manager will have overall responsibility for each assigned project including adhering to project budgets and schedules. Project work may include both interior and exterior work at the properties. The position requires strong communication, business, organizational and construction management skills.

Major Duties & Responsibilities:

- Manage and/or coordinate UNDC and property management personnel and resources for the projects assigned.
- Manage all aspects of project from inception to completion, including securing of all project close-out record documents.
- Communicate with UNDC management regarding issues/decisions that will affect the property operations.
- Oversee the procurement process, including participation in preparation of RFPs, contracts and bid packages.
- Lead pre-bid meetings and participate in negotiation and award of construction contracts.
- Oversee performance of projects, including project status, schedule, and cost control.

- Develop and maintain strong relationships with building management, tenants, consultants and vendors.
- Lead periodic project meetings with tenants, consultants, contractors and building management.
- Review architectural and engineering drawings and specifications.
- Coordinate and manage tenant improvement projects consistent with building standards and operating procedures.
- Conduct site inspections for compliance with approved design drawings.
- Work with UNDC's Compliance staff to ensure compliance with New York State requirements, including MWBE goals.

Job Skills & Abilities:

- Construction management experience at Class A office buildings
- Design and operational knowledge of HVAC and other building mechanical systems
- Fluent understanding of architectural drawings
- Strong written and verbal communication skills
- Proficient in managing adherence to approved project budgets and schedules
- Understanding of project insurance requirements
- Functions effectively as part of a team
- Ability to develop and maintain relationships with UNDC's stakeholders
- Strong decision making/problem solving skills
- Computer proficiency, including Microsoft Office products

Education and/or Experience

- Bachelor's Degree – Architecture, Project Management or Construction Management, or equivalent years in experience.
- At least 5-7 years of experience in management of capital projects, including those at Class A office buildings.
- Knowledge of New York State procurement requirements applicable to public authorities is not required but will receive favorable consideration.