



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2018-03-CO
Position Title:	Space and Facility Manager
Open Date:	2/19/2018
Close Date:	3/30/2018
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-28 (\$65,238 – \$106,012) Promotion potential up to CL29
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The Space and Facilities Manager is a member of the court's Administrative Services Department located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent has primary responsibility for the management and oversight of all space and facilities projects initiated by the court and the Office of Special Masters. Represents the court and coordinates communication to the court regarding the General Services Administration (GSA) building projects. Responsibility includes the planning, design, technical review and financial management planning for all space and facility projects, and coordination of all building activities for the court unit.

No relocation expenses will be paid.

General Experience:

The candidate must have a performance history that demonstrates a wide range of planning, phasing, and coordinating projects within budgetary and design restrictions. The successful candidate will assist the Chief Deputy of Administration Services with the management of the court's space and facility projects. The candidate will be responsible for handling day-to-day projects such as:

- Provide leadership, coordination, and guidance to employees involved in space and facilities or associated activities. Assist in developing and implementing work standards. Make recommendations regarding employee appointments, promotions, and separations. Train staff on policies, procedures, and internal controls. Coordinate staff training to ensure that required certifications are met and maintained.
- Manage space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translate functional requirements into a space-needs plan and define the project's design objectives. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction.
- Coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan. Monitor, inspect, and approve project work. Review and recommend approval of architectural design and/or construction drawings to ensure compliance with laws and regulations. Represent the court in planning, design, and construction phases of

projects. Conduct meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all parties are advised and kept aware of requirements and plan changes.

- Review GSA contract specification documents and blueprints to ensure compliance with the *U.S. Court Design Guide*, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
- Perform cost evaluation and control at each step of the project to ensure the budget plan is adhered to and the project remains in compliance with stated objectives.
- Communicate and respond to management requests regarding space and facilities activities. Answer procedural questions for judges, court unit executives, and unit staff. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Handle confidential and sensitive information appropriately.
- Conduct construction site visits to monitor progress and compliance with the *U.S. Courts Design Guide* and prepare progress reports and punch lists for work that remains to be accomplished. Review development of furniture layouts and assist in selection and procurement of furniture and furnishings. Review and approve purchase orders and payment authorizations. Create and/or approve move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment, and lines.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval. Verify RWA charges and authorize payment.
- Prepare all court reports and requests for space which involve surveys of existing space and new space requirements due to new judges and/or courthouses. Coordinate such requests with the Administrative Office.
- Coordinate routine and cyclical building maintenance, repairs, renovations and security system installations with the U.S. Marshal's Service, the General Services Administration, or others, as applicable. Maintain database of all cyclical maintenance.
- Skill in the use of automated equipment, including court financial applications, word processing, spreadsheet, and project management applications; as well as, automated or manual drafting systems and related software applications.

The successful candidate must be a self-starter as well as detail-oriented. The candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. The candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with clients within and outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Qualifications:

To qualify at the CL 28 level: Two years of specialized experience, including at least one year equivalent to work at CL-27.

Preferred Qualifications: The court prefers the candidate to have a Bachelor's degree from an accredited university. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Space and Facility Manager may be substituted for the degree requirement.

Specialized Experience: Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

All documents must be combined in a single PDF file and e-mailed to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.