



United States Court of Appeals for the Third Circuit

Date: **April 3, 2018**
Position Title: **Space and Facilities Project Manager**
Vacancy Number: **CE-04/18-02**
Location: **Philadelphia, Pennsylvania**
Classification Level: **CL-27 or CL-28**
Salary: **\$52,864 – \$103,011 based upon qualifications and experience**
Closing Date: **Open until filled. Preference given to applications received by April 20, 2018**

Position Overview

This position is in the Circuit Executive's Office for the U.S. Third Circuit Court of Appeals (COA). The incumbent will work as an integral member of the Space, Facilities and Security (SFS) Unit and will report directly to the Assistant Circuit Executive (ACE) for SFS. The incumbent is primarily responsible for assisting the ACE for SFS, the other members of the SFS Unit, the COA units, the U.S. District Courts, the U.S. Bankruptcy Courts, Probation and Pretrial Services Offices, and Federal Public Defenders Offices with construction project management as well as program management of the circuit's Circuit Rent Budget (CRB) program and space reduction program.

Representative Duties and Responsibilities

- Member of the SFS design and implementation team focusing on renovation and construction, budget planning, and facilities-related project management. Monitors change orders and above-standard costs. Prepares and presents periodic reports on project status and/or funding requirements.
- Manages multiple construction projects from initial conception through construction completion, relocation, and occupancy. Attends and conducts project-coordination meetings. Creates reports and tenant correspondence to update stakeholders on project status.
- Oversees the CRB program for all new and existing circuit-wide CRB projects. Acts as the daily court point-of-contact for project coordination. Prepares and monitors spending plans and accounting ledgers for CRB funding.
- Prepares briefing papers, reports, spreadsheets, and project summaries as needed.
- Provides technical advice and recommendations on SFS issues.
- Assists the SFS team with furniture selections and installations.
- Provides design layouts for new construction and renovated spaces for judicial officers and court support space throughout the circuit. Prepares and edits CAD drawings.
- Assists the SFS Unit in the management of all building maintenance-related issues. Plans, recommends, implements, and monitors maintenance services.
- Surveys existing space throughout the circuit, and consults with courts throughout the circuit, not only as to their facilities and space planning needs, but also their design issues pertaining to the *U.S. Courts Design Guide*.
- Acts as a court liaison with the Space and Facilities Division of the Administrative Office of the U.S. Courts (AO), the General Services Administration (GSA) and their contractors, architects, the U.S. Marshals Service, and engineers. Consults with the AO on design issues and guidelines.

Qualification Requirements

Successful candidate must possess knowledge of the theories, principal practices, and techniques of space and budget planning. Candidate must possess the ability to read, modify, and analyze blueprints, shop drawings, contracts, and specifications in order to interpret and implement guideline requirements regarding the development of court space. A working knowledge of AutoCad is required. A bachelor's degree from an accredited four-year college or university is preferred. Some educational substitution for experience may apply.

Applicant must have at least three years of general office experience or other work that indicates possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Candidate must have at least two (2) years specialized experience, including successful management, consulting, or supervisory experience in all facets of major construction project management, policy formulation, and space management oversight. One year of the specialized experience must have been at, or equivalent to, the next lower grade in federal service. Prior experience working on federal projects, preferably courthouses, is highly desirable. Applicant must possess strong writing, analytical, communication, and interpersonal skills, as well as a demonstrated ability to exercise mature judgment. Ability to use tact and diplomacy, and to work under pressure with tight deadlines is required. A professional, personable, patient, and service-oriented demeanor is essential to the success of the position.

Desired attributes include thorough knowledge of the regulations, requirements, contracts, and procedures related to the acquisition, construction, maintenance, repair, and renovation of court space and facilities. Demonstrated familiarity with the organization, regulations, and staffing of the GSA, as well as construction industry standards of practice and building codes. Some travel will be required.

Benefits

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

Conditions of Employment

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause. Employees will be hired provisionally pending the results of a fingerprinting background check and six month probationary period. Direct deposit of pay is required.

Application Instructions

Submit résumé, cover letter, and references in a single PDF file at: http://www2.ca3.uscourts.gov/vacancyupload/ce_041802.aspx. Only candidates selected for an interview will be notified. The U.S. Court of Appeals reserves the right to modify or withdraw this vacancy announcement, or to fill the position without prior written or other notice.

The U.S. Court of Appeals is an Equal Opportunity Employer