



**Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California
Job Announcement 18-03**

Position: Space & Facilities Specialist (Job Captain)
Location: San Francisco, CA
Classification Level/Salary: CL-28 (\$70,866 - \$115,157) Depending on qualifications
Closing Date: Open until filled; priority given to applications received by July 27, 2018

Organization

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over nine western states, Guam and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; (4) the Circuit Executive and (5) as requested, to the federal courts and other court units within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States. For additional information, visit <http://www.ca9.uscourts.gov>. This position reports to the Assistant Circuit Executive for Space and Facilities.

Major Duties and Responsibilities

1. Manage space and facilities projects, including create project budgets, project schedules, and prepare 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.
2. Coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan. 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.
3. Review General Services Administration (GSA) contract specification documents and blueprints to ensure compliance with the U.S. Court Design Guide and the court's preferences. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
4. 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.
5. Make recommendations to appropriate individuals regarding improvements, changes in procedures, or other actions.
6. 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.
7. Develop furniture layouts and assist in selection and procurement of furniture and furnishings.
8. Create move coordination plans including detailed schedules and phasing plans, and the movement of electrical, data, telecommunications equipment and lines. Serve as move coordinator.
9. Survey existing space and assess new space requirements for new judges and/or courthouses and prepare related court reports and requests for space.
10. Coordinate routine and cyclical building maintenance, repairs, renovations, and security system installations with the U.S. Marshals Service, GSA, or others, as applicable. Maintain database of all routine and cyclical maintenance.
11. Reconcile and verify court space with GSA drawings and statements and attend all building security and tenant meetings, as required.
12. Provide CAD support for Circuit Project Managers and Architects, maintain CAD standard templates, CAD detail libraries, and CAD space assignment drawings.
13. Occasional travel required (15%).

Education/Experience Requirements

- Bachelor's degree in architecture, construction management, or related field from an accredited college or university and a minimum of 5 years of progressively responsible project management work experience in the architectural, and /or construction disciplines is required. A licensed architect is preferred.
- Experience in developing space plans, design programs, reviewing construction documents and estimates, and resolving related issues from preliminary design through construction for complex architectural projects is required. Familiarity with courthouse or other public sector construction projects, the GSA Facilities Standards for Public Buildings Service (PBS P-100), and the U.S. Court Design Guide is desirable. Appropriate educational substitutions may be credited as one year of experience.

Desirable qualifications, knowledge, skills, and abilities

- Extensive knowledge of the methods and practices of the planning, design, and construction process.

- Ability to develop creative design solutions based on specific functional requirements of users within policy design standards and funding restrictions.
- Ability to review and analyze construction documents and cost estimates, and negotiate fees and costs.
- Skill in cost evaluation and project control to ensure projects adhere to funding restrictions, policy standards, and tight deadlines.
- Ability to simultaneously manage and coordinate a range of projects at various stages of construction through occupancy.
- Familiarity with Court and GSA design standards preferred.
- Ability to use AutoCad and Revit to produce schematic design and construction documents.
- Ability to work well with diverse teams and coordinate multiple tasks and responsibilities.
- Ability to develop creative solutions to difficult problems within policy guidelines and funding restrictions.
- Excellent skills in written and oral communications, including writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and format.
- Excellent skills in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judicial officers, and internal and external customers.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first 3 years, increasing to 20 days after 3 years and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health plans
- Vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care and Group Life Insurance
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- Direct deposit of pay required.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, 3 representative work samples, 3 references, and salary history as a **single PDF file** by e-mail to personnel@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Space & Facilities Specialist (18-03)
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The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.