

**\*\*\*\*\*CAREER OPPORTUNITY\*\*\*\*\***



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA**

**VACANCY ANNOUNCEMENT 17-05**

Position Title: Architect/Engineer/Project Manager  
Location: Savannah, Georgia  
Starting Salary/Range: CL 30 (\$81,113 - \$131,854)\*  
\*Salary commensurate with qualifications  
Opening Date: November 6, 2017  
Closing Date: Until Filled (Applications received by December 1, 2017 will be given priority consideration)

**POSITION OVERVIEW**

This position is located in the District Court Clerk's Office. The incumbent assists the Clerk of Court and District Court Judges in the design and construction of court facilities. The incumbent will be responsible for managing various facility matters, remodeling, tenant alteration, and cyclical facilities maintenance projects throughout the district. The incumbent is also responsible for coordinating the acquisition and installation of electrical, data/telecommunications, automation and sound systems, courtroom technology equipment and security with the Systems Manager or designee.

**REPRESENTATIVE DUTIES**

- Provides technical advice and recommendations to judges, clerk of court, and other court managers to assist in defining court design and construction needs.
- Develops short- and long-range design and construction implementation and improvement plans and policies.
- Directs and is responsible for all phases of construction projects, including all design and construction aspects through the construction and close-out stages, viewing operations to evaluate progress and ensure compliance with contract requirements.

- Coordinates efforts of various entities to ensure timely action on accomplishment of successive phases of the work; conducts periodical meetings with all concerned parties to review progress, discuss problems and participate in providing solutions.
- Reviews finished drawings and specifications and recommends corrective action.
- Participates in pre-construction conferences and coordinates construction planning and scheduling for the court.
- Provides oversight, surveillance, and control of the project operations on behalf of the court; oversees the work of the construction firms to ensure that the court's best interests are being protected.
- Acts as the court's liaison with General Services Administration (GSA), the architects, and construction firms.
- Participates in review of schedules provided by GSA, the architects and the construction firms to ensure that there are no slippages which will have an impact on the project delivery.
- Makes recommendations or determinations of deviations from schedule changes and actions which alter operational characteristics of the project.
- Inspects all construction work on behalf of the court.
- Assists in the development of the space and facilities budget and related portions of the general budget.
- Other facilities related duties as assigned.

### **QUALIFICATIONS**

- Possess a thorough knowledge of all aspects of building design and construction.
- Ability to comprehend a wide range of design and construction concepts, principles, and practices.
- Ability to analyze complex architectural questions and problems, as well as to conduct necessary research of all available sources and provide proposed solutions based on that research.
- Have a high level of skill in the review of architectural plans, project scheduling, change orders, contract disputes, quality control and site supervision.
- Be experienced with using computer assisted drawings, automated and manual drafting systems, word processing software, database applications, spreadsheet software, project management applications and financial systems.
- Ability to work with judges, architects, contractors, GSA, and others involved in the design and construction of court facilities.
- Have superior writing, strong analytical, excellent communication and interpersonal skills and attention to detail.
- Ability to work under pressure with tight deadlines.
- Have a professional, personable and service-oriented demeanor.

A Bachelor's Degree in architecture, or related field, and appropriate license is preferred. Applicant must have at least three years of general office experience and two years of specialized experience, which included progressively responsible experience in all facets of major project development, space and facilities oversight or construction 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 high desirable.

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 GSA, as well as construction industry standards of practice and building codes. Occasional travel, including overnight travel, is required.

Applicant must be a U.S. citizen or lawful permanent resident actively seeking citizenship.

### **BENEFITS**

- 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Supplemental Dental and Vision insurance
- Optional participation in choice n Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program (Health Care and Dependent Care Reimbursement)
- Optional participation in Long-Term Care Insurance
- Credit for prior government services

### **HOW TO APPLY**

Qualified applicants are invited to submit the following: (1) a cover letter detailing how your qualifications meet the job requirements; (2) a current resume; (3) list of at least three professional references with current contact information; and (4) a completed AO-78, Application for Judicial Branch Employment, located at the following link – <http://www.uscourts.gov/forms/human-resources-forms>

Complete application packages must be received physically in our office (via email, regular U.S. Mail or in person) no later than 4:30 p.m. on December 1, 2017 to receive priority consideration. Packages can be emailed to [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov) . Please mail to the following address:

Human Resources – 17-05  
United States District Court  
P.O. Box 8286  
Savannah, GA 31412

Or hand deliver to  
Human Resources – 17-05  
United States District Court  
125 Bull Street  
Savannah, GA 31401

Applicants who do not submit all requested materials by the closing date of this announcement may lose priority consideration for the position.

**MISCELLANEOUS INFORMATION**

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Due to the volume of the applications normally received, the Court will communicate only with those individuals selected to be interviewed. Expenses associated with interviews or relocation will not be reimbursed. Applicants scheduled to interview should advise the Human Resources Administrator if any accommodation will be necessary to interview.

As a condition of employment, the successful candidate is hired provisionally, contingent upon successful completion of the background investigation. All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judiciary Employees which is available to applicants upon request. All employees of the U.S. District Court are considered “at will” employees and may be terminated with or without cause. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

**The Federal Judiciary is an Equal Employment Opportunity Employer**