UNITED STATES COURT OF APPEALS
FOR THE FEDERAL CIRCUIT

POSITION VACANCY ANNOUNCEMENT

Vacancy #: CAFC-26-23

Closing Date: Open until filled

Position Title: Facilities Project Manager (Facilities Design Project Manager)

Grade/Salary: CL 27 ($68,346 – $111,099)
Salary determined by qualifications and experience as outlined below under "Required Qualifications." Promotion up to the CL 28 may occur without further posting or competition.

Position Location: U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please click here.

Position Overview

The Facilities Project Manager designs, manages, and tracks circuit construction and interior projects under the direction of the Circuit Architect and Director of Facilities. The incumbent maintains project schedules and budgets for the court's portfolio of facilities work and reports on status and expenditures. The position also supports facilities maintenance activities, designs space and furniture layouts, conducts research, assists procurement processes, coordinates repairs and maintenance of furniture and fixtures, and coordinates long-range space and cyclical maintenance planning. The Facilities Project Manager serves as the primary custodial officer and is responsible for the accounting and safeguarding of court personal property. The position is responsible for efficient and effective service delivery and for maintaining internal controls and proper separation of duties across facilities support functions.

The following representative duties are intended to illustrate the major duties and responsibilities that are performed by this position. Representative duties may be adjusted, and additional duties may be added, based on the operational needs of the court.

- **Project Management and Tracking:** Manage assigned construction and interior projects from planning through closeout. Develop and track all circuit construction projects, including scope, schedule, budget, obligations, and expenditures. Coordinate contractors, vendors, GSA, and court stakeholders to keep projects on schedule and within budget. Prepare regular status reports for the Circuit Architect and Director of Facilities, flagging risks and cost or schedule issues early. Assist in

the review of design and construction drawings, specifications, schedules, and cost estimates for compliance with applicable regulations.

- **Design and Furniture Management:** Develop designs for construction finishes and furniture selections for assigned projects and coordinate their purchase and installation. Maintain relationships with furniture, fabric, wall covering, and drapery vendors, along with a finished library of materials. Prepare interior space layouts and space planning options for review by the Circuit Architect and Director of Facilities. Create bid packages for furniture procurements.
- **Property Management:** Serve as the primary custodial officer for court personal property, responsible for the accounting and safeguarding of property. Maintain the court's property records, review and activate incoming property, assign and maintain asset identification, assign and reassign caretakers, and conduct periodic physical inventories and reconciliations. Maintain separation of duties among the custodial, receiving, and disposal functions, and coordinate with the disposal officers on excess property.
- **Facilities Operations:** Assist in building operations coordination, work-order and help-desk management, preventive and corrective maintenance coordination, and contractor access and performance. Serve as backup for supplies management and mail services. Monitor facility conditions and coordinate appropriate responses to routine facility issues, escalating strategic, design, or major project matters to the Circuit Architect and Director of Facilities. Assist in events and meetings set up and calendar coordination.
- **General Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding furnishings and interiors projects. Facilitate, mediate, and negotiate sensitive matters with judges, managers, unit executives, and staff while maintaining professionalism and confidentiality. Comply with the Guide to Judiciary Policy, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Education

At a minimum, candidates must possess a high school diploma or equivalent.

Specialized Experience

- **CL 27 ($68,346 – $111,099)**: Candidates must possess at least two years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of space and facilities management such as project management and interior design.

Required Competencies

- Proficiency and professional experience using AutoCAD, Revit, Sketchup, or similar design drafting software.
- Demonstrated well-developed organizational and time-management skills and proven ability to prioritize multiple demands and meet established deadlines and commitments.
- Knowledge of and experience using SharePoint Online, Microsoft Office 365, and Adobe Acrobat.
- Ability to work independently and to set priorities across multiple assignments, as well as to work cooperatively in a team environment.
- Demonstrated leadership skills as well as the ability to manage multiple priorities within strict deadlines in a fast-paced environment.

Preferred Qualifications

- A bachelor's degree from an accredited college or university in architecture, interior design, or a related field is preferred.
- Prior experience in space and facilities management at the federal, state, or local government level.
- Prior experience in interacting with high-ranking government officials on a regular basis.
- Prior experience working with GSA.
- Knowledge of the *U.S. Courts Design Guide*.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
4. Completion of the online aptitude test and personality assessment.

Once you have the cover letter and résumé (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): https://www.ondemandassessment.com/o/JB-4G428LDMN/landing?u=1142493

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. Applications submitted to this email address will not be reviewed.

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the (PSLF) program.
- For more benefit information visit the Judiciary's Benefits Page.

Additional Information

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. 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 position will report to downtown Washington, DC; however, limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one

of the exceptions in 8 U.S.C.§ 1324b(a)(3)(B). Under 8 U.S.C.§1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.