

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-23-05
<u>Posting Dates:</u>	Open until filled, with first consideration given to applications submitted no later than April 28, 2023.
<u>Position Title:</u>	Space and Facilities Supervisor
<u>Grade/Salary:</u>	CL 29 – 30 (\$89,598 – \$172,099) Salary determined by qualifications and experience as outlined below under “Required Qualifications.” Promotion up to the CL 31 may occur without further posting or competition.
<u>Position Location:</u>	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 Space and Facilities Supervisor leads the Facilities and Security Office (FSO) within the Administrative Services Office (ASO) and reports directly to the Chief Deputy for Administrative Services. The Facilities and Security Office manages all space, facilities, and security related matters for the court; as well as, the planning and facilitation of the court's judicial conference, out of town sittings, events, and meetings. The department processes the procurement of cyclical maintenance, tenant alterations and overtime utilities. Additionally, FSO manages the court's emergency preparedness protocols and supports the Circuit Executive's Office with continuity of operations planning for the court.

The incumbent will supervise three direct reports and will be directly responsible for leading the court's renovation, remodeling, and tenant alternation project portfolio to include project management, design, development, oversight, coordination, and problem solving all aspects of these major court impact projects.

Responsibilities of the Space and Facilities Supervisor may include but will not be limited to:

- **Leadership and Supervision** – Manage, develop, and mentor staff involved in space, facilities, and building management activities, including establishing standards, assigning, and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the section. Establish work procedures, conduct staff meetings, provide information, and delegate and allocate work fairly and consistently. Adjust priorities and deadlines, as needed, for the completion of goals and coordinate work schedules and coverage needs within functional areas of responsibility. Oversee work products and processes and provide guidance as required. Monitor and evaluate the quality of work, level of compliance, or staff activities within the section. Ensure employees receive process and procedural systems training, including initial, updated, or remedial training.

- Facilities Management – Act as the court’s liaison with the General Services Administration (GSA), the United States Marshals Service (USMS), Federal Protective Services (FPS), and other facilities and security related stakeholders and contractors. Manage and coordinate the response to building issues. Oversee furniture and equipment moves and scheduling and escorting of vendors. Meet regularly with GSA to track the status of GSA managed and funded projects and the impact on court operations. Supervise the facilitation of event setups and facility and parking access requests. Utilize an automated system to track facility issues and provide periodic reports to court senior staff. Supervise the process of issuing facility access cards and physical keys. Supervise the non-IT property management program by overseeing the processes and systems required to properly track non-IT property through the entire lifecycle, including receipt, Master Personal Property Record (MPPR) management, audits, and disposal.
- Planning and Design – Provide technical advice and recommendations to judges and court senior staff to assist in defining court design, construction, or renovation needs. Assist in providing budgetary justification for the court’s project portfolio. Manage the design and renovation process, including review of drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Make recommendations to court officials regarding the quality, color, and design of furniture, window coverings, fixtures, room finishes, and accessories in keeping with policy, regulations, budgetary considerations, and the end user’s personal preference. Design and prepare AutoCAD drawings showing space and furniture layouts for renovated space and new construction for judges and court support offices; may also provide space and furniture layouts for special events and meetings. Ensure that court requirements are met by GSA and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and court policies. Review draft statement of work for cyclical maintenance projects and complete final review of competitive bids to determine technical acceptance. Develop plans to accommodate the court’s current and future space needs.
- Project Management – Direct and assume responsibility for all phases of renovation and alteration projects, including oversight of design and construction aspects through project close-out stages. Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work. Conduct meetings with staff and all concerned parties to review progress, anticipate challenges, discuss problems, and develop solutions. Perform construction administration to ensure the court’s requirements are met during the project implementation process. Ensure all concerned parties are advised of requirements, changes, problems, and potential solutions. Oversee maintenance of project log of court actions, desires, and preferences related to the project. Prepare and present periodic reports on project status and/or funding requirements to judges and court senior staff. Participate in and coordinate construction and alteration planning to include budgetary forecasting. Coordinate scheduling considering all other events happening at the court, plan, communicate, and resolve the resultant impacts on the court and occupants.
- General Responsibilities – Communicate and respond to requests from judges, chambers staff, and management about space and facilities operations. Communicate clearly and effectively, both orally and in writing, to explain complex space and building concepts to individuals and groups with varying experience and backgrounds. Interact effectively with vendors and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, senior court staff, court management and staff, while maintaining confidentiality. Develop, implement, and maintain written procedures for assigned functions. Comply with the *Guide to Judiciary Policy*, applicable Administrative Office of the U.S. Courts’ 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. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Candidates must possess a high school diploma or equivalent. Successful applicants must have a minimum of four (4) years of specialized experience, which is defined as progressively technical experience directly related to the duties and responsibilities of the position. At least one (1) of the four (4) years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management and leadership.

Applicants must demonstrate well-developed organizational and time-management skills, along with a proven ability to prioritize multiple demands and meet established deadlines and commitments. The selected candidate must be an innovative and creative problem solver who can effectively work with staff to define and develop solutions to business problems. Incumbents must also have demonstrated leadership skills as well as the ability to manage multiple priorities within strict deadlines in a fast-paced environment.

- **CL 29 (\$89,598 – \$145,641):** At least one of the four years of required experience must have been at or equivalent to the CL 28 (GS 12) level.
- **CL 30 (\$105,881 – \$172,099):** At least one of the four years required experience must have been at or equivalent to the CL 29 (GS 13) level.

Preferred Qualifications

- A bachelor's degree from an accredited college or university in architecture, interior design, engineering, or a related field is preferred.
- Project Management Professional (PMP) certification.
- 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 and/or working with a federal law enforcement partner agency.
- Knowledge of the *U.S. Courts Design Guide*.
- Advanced knowledge of AutoCAD, Revit, Sketchup, or similar design drafting software.
- Knowledge of and experience with SharePoint Online and Microsoft Office 365.

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 online aptitude and personality tests.

Once you have the cover letter and résumé files (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/link/index/JB-Y9FSLTE5G?u=1094091>.

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; Long-Term Care Insurance.

- 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.

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, 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 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.