



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

SPACE & FACILITIES SPECIALIST

ANNOUNCEMENT NUMBER 17-WAW-10
ANNOUNCEMENT DATE December 19, 2016
CLOSING DATE January 14, 2017; open until filled

The U.S. District Court for the Western District of Washington is seeking a Space and Facilities Specialist. This position is responsible for the management and oversight of all space and facilities, property and inventory projects for the district court clerk's office, chambers, and probation and pretrial services. Responsibilities include the planning, design, technical review and financial management planning for all space and facility projects, and district-wide coordination of all building activities for the court units.

REPRESENTATIVE DUTIES

Manage space and facilities projects, including creating project budgets, schedules, and preparing project scope. 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.

Review General Services Administration (GSA) contract specification documents and blueprints to ensure compliance with the *U.S. Court Design Guide*, and the court's preference. Participate in all project planning and design meetings.

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.

Conduct 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.

Work in collaboration with the General Services Administration (GSA) and the Ninth Circuit Executive's Office.

Develop furniture layouts and assist in selection and procurement of furniture and furnishings.

Create move coordination plans which include detailed schedules and phasing plans. Serve as move coordinator.

Prepare and submit Reimbursable Work Authorizations (RWA) and correspondence for new or renovated space and facilities. Verify RWA charges and authorize payment.

Prepare all reports and requests for space which involve surveys of existing space and new space requirements. Coordinate such requests with the Administrative Office.

Coordinate routine and cyclical building maintenance, repairs, renovations and security system installations with the U.S. Marshal's Service, General Services Administration, or others, as applicable. Maintain database of all cyclical maintenance.

Conduct regular inventory of furniture; serve as a custodial officer for furniture and ensure the Master Property List is current.

Reconcile and verify court space with GSA drawings and statements and attend all building security and tenant meetings, as required.

<p>QUALIFICATIONS</p>	<p>Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience.</p> <p>The successful candidate will also possess:</p> <ul style="list-style-type: none"> • Ability to organize and prioritize work schedule, and work independently with minimal supervision. Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor. • Ability to research complex issues and be familiar with a variety of internal and external resources; • Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district’s vision, mission and goals. • Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, offenders, law enforcement and collateral agency personnel at different government levels, and community service providers. • Excellent customer service skills; • Dependable with a strong work ethic; • Sustained commitment to professional growth and development; • Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.
<p>PREFERRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Degree in architecture, design, or related field; • Extensive experience or certification in project management
<p>SALARY RANGE</p>	<p>Court Personnel System Classification Level: CL27, Step 1 – 61, \$50,668 – \$82,358 CL28, Step 1 – 61, \$60,725 – \$98,724 Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov</p> <p>Or to: Human Resources (#17-WAW-10) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies,</p>

including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the work place.