

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Architect/Facilities Manager
Opening Date:	June 24, 2020
Closing Date:	July 15, 2020 (or until filled)
Annual Salary Range (CL-28):	\$64,646 – \$105,105
Maximum Salary Potential (CL-29):	\$124,966 Starting salary dependent upon qualifications, experience, and court funds.

The Circuit Executive’s Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Architect/Facilities Manager**. Applications are being accepted through **July 15, 2020** or until the position is filled.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, and resume detailing background, experience, and qualifications should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate “Architect/Facilities Manager” in the subject line.

The selected candidate will be subject to a background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY: The Architect/Facilities Manager reports directly to the Assistant Circuit Executive (ACE) for Space and Facilities. The principal responsibilities of the position are to provide support to the Court of Appeals for the Eleventh Circuit (Alabama, Florida, Georgia) and the Eleventh Circuit Judicial Council in the areas of architectural design and construction for both new and renovation projects; space planning, interiors and furniture layouts; facilities maintenance; and procurement.

DUTIES AND RESPONSIBILITIES:

- Develop design concepts utilizing AutoCAD software and program requirements for court projects.
- Assist in the review of architectural and interior design drawings by the General Services Administration (GSA) and consulting architects/engineers.
- Act as liaison for the Circuit Executive’s office with other court offices and outside architects, engineers, contractors, and vendors.
- Assist in preparing solicitations and statements of work.
- Work with GSA to establish schedules and monitor/expedite projects.
- Conduct walkthroughs of renovation/construction projects and prepare punch lists.
- Serve as a Level 3 Contracting Officer and meet continuing education requirements.
- Prepare project status and funding reports for the Circuit Executive and judges.
- With the court’s interior designer, develop concept designs for space and furniture layouts, recommend room finishes and furniture; adhere to guidelines, budget, and the end user’s preference.

- Review GSA cost estimates and vendor proposals for accuracy, fairness, and adherence to relevant guidelines.
- Locate sources of supplies for regular and emergency purchases; follow procurement guidelines.
- When needed, for multiple locations throughout the Circuit, coordinate facility maintenance and housekeeping matters through GSA.
- Work with GSA and their on-site maintenance staff regarding preventative maintenance services, regular assessments of court-occupied spaces, and on-going maintenance and repairs.
- Consult with GSA and on-site housekeeping staff to ensure on-going housekeeping needs are met.
- Update building signage and evacuation plans.
- Work closely with court's emergency management staff to identify and address facility security needs.
- Facilitate overtime utilities and temperature control needs during court sessions and other events.
- Assist the ACE for Space and Facilities in identifying potential projects, surveying court units' space and furniture needs, and preparing a proposed priority list for committee review and Court action.
- Following judiciary procurement guidelines and documentation requirements, work with other staff members to initiate, process, and receive a large volume of procurement needs.
- Perform other functions within the Circuit Executive's office as assigned.

QUALIFICATIONS AND REQUIREMENTS:

A professional architecture degree accredited by NAAB or CACB; may include a Bachelor of Architecture (B Arch) or Master of Architecture (M Arch). A minimum of five years of specialized experience in facilities planning, design, construction, and project management. For placement at CL-28, at least one year of specialized experience equivalent to work at classification level 27 (CL-27) is required. For placement at CL-29, at least one year of specialized experience equivalent to work at classification level 28 (CL-28) is required. If the selected candidate starts this position at CL-28, he or she may later be eligible for promotion to CL-29 without further competition. Ability to complete education requirements to serve as a Level 3 Contracting Officer. The candidate must possess space and facilities project management expertise involving multiple complex projects with budget constraints and firm deadlines. Occasional day trips and overnight travel required within the circuit. The candidate must have the ability to perform occasional physical work such as lifting and moving materials (up to approximately 50 pounds). Architectural registration is required.

Demonstrated ability to review and analyze construction documents and cost estimates, and resolve issues from preliminary design through construction; a working knowledge of procurement and contracts; well-developed organizational skills and ability to simultaneously manage and coordinate a range of projects at various stages of design and construction, and through occupancy; skill in the use of automated equipment, including word processing, spreadsheet, project management applications as well as, automated drawing systems (preferably AutoCAD).

The candidate must possess excellent grammar, strong written, oral and graphic communication skills, and interpersonal, analytical and record keeping skills. The substantial amount of interpersonal communication required to fulfill the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy and tact at all times. The candidate must be able to work collaboratively with staff from all areas of the Circuit Executive's Office; the candidate must be able to exercise initiative on a daily basis. The candidate must have the ability to consistently demonstrate integrity, sound ethics, exercise mature

judgment and comply with the *Code of Conduct for Judicial Employees*; and possess the ability to maintain strict confidentiality about all court matters.

PREFERRED QUALIFICATIONS:

- Experience working in a legal and/or court environment, particularly appellate courts and/or federal courts is desirable.
- Federal procurement, facilities maintenance, and project management experience.

CONDITIONS OF EMPLOYMENT: Applicants must be a United States citizen or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a ten-year background investigation with periodic updates every five years thereafter. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Courts are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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(revised 8/2016)