



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse  
700 Grant Street, Suite 3110  
Pittsburgh, PA 15219

Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)

**Position:** Space & Facilities Specialist  
**Vacancy:** 24-05  
**Position Location:** Pittsburgh, Pennsylvania  
**Anticipated Starting Salary:** CL 27 \$59,997 – \$97,536 (depending on qualifications)  
**Application Deadline:** Open until filled. Preference will be given to those applications received by May 31, 2024.

#### Overview

The Space and Facilities Specialist has responsibility for the management and oversight of space and facilities projects initiated by the court or the General Services Administration (GSA). The incumbent advises unit executives and judges regarding design, construction, building operations, occupancy of construction projects, and ongoing facility maintenance. [Click here](#) to view a brief video about career opportunities in the United States Courts.

#### Representative Duties

- Understands and adheres to guidelines, policies, procedures, and internal controls related to space and facility projects and building maintenance. Negotiates service contracts, and prepares significant, complicated and high value purchase orders.
- Prepare specifications, solicitations, and Requests for Quotes in accordance with the estimated dollar value of the procurement. Obtain and review competitive bids, quotes, and proposals from vendors and contractors, as required. Process and sign purchase orders and contracts for the purchase of products and services. Provide contract administration and oversight and track expenditures. Review, evaluate, verify, and forward invoices for payment processing.
- Responsible for planning, estimating, and scheduling of construction and alterations and repairs to building operational equipment, facilities, and utilities.
- Responsible for planning, estimating, and scheduling of cyclical maintenance projects throughout court occupied spaces.
- Provide project management for office design and construction projects within the district and participates in project planning and design meetings.
- Schedule, attend, and participate in project meetings as a representative of or advisor to the court's management team.
- Coordinate layout of courtrooms and chambers with individual judicial officers. Coordinate design and space layouts to departments and divisions at all office locations and ensures that the offices interests are coordinated with Administrative Office (AO) space requirements and are communicated to contractors, sub-contractors, and GSA personnel. Coordinate project security issues with the U.S. Marshals Service.

- Schedule and coordinate moves of departments, divisions, and judges' chambers related to facility changes.
- Monitor project work. Assess, document, prioritize, and respond to project problems. Prepare progress reports and provide update briefings to appropriate judicial officers and management. Work with the GSA and/or project architects to ensure project completion. Plan and coordinate finishes for facility spaces. Work with independent project consultants.
- Provide interior design material and color selection advice on court refurbishment projects.
- Maintain work schedules, determine manpower requirements and inspect the work to ensure construction compliance until project completion.
- Establish and maintain sound professional relationships with suppliers. Resolve issues (e.g., pricing, quality, timing, claims, contract disputes, etc.) associated with terms and conditions of service agreements. Identify and maintain documentation of vendors and sources of supply for goods and services. Negotiate with vendors for the best price over contracted services and purchases.
- Receive or inspect deliveries and provide invoices/packing slips to appropriate persons on all procured items.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Participate in facilities and space planning budget process to ensure adequate funds are available and/or requested to meet the needs of the office on individual projects. Negotiate project costs and analyze proposed projects to ensure budget constraints are followed.
- Adhere to the Guide to Judiciary Policy regarding procurement practices and the courts' internal controls procedures. Remain knowledgeable of latest federal government guidelines on procurement practices and facility maintenance.
- Maintain project files related to specific building projects and general files related to facilities management, space planning, building maintenance, etc. Ensure files are in compliance with the Guide to Judiciary Policy.
- Coordinate the annual review and updates to the Occupant Emergency Plan (OEP); provide building evacuation training and evacuation monitors training; Keep information relevant to OEP on court's web site up to date. Keep floor warden rosters up to date and posted in appropriate locations. Identify individuals with mobility needs and ensure a plan is in place. Coordinate building evacuation drills with GSA; perform duties of the Occupant Emergency Coordinator as stated in the OEP. Coordinate continuity of operations plan (COOP) reviews, gather information from supervisors and managers for updates needed to the COOP. Participate in building Facility Security Committee meetings.
- Perform other duties as assigned.

### **Qualification Requirements**

- Applicants for this position must possess a minimum of two (2) two years of specialized experience\*.
- Or**
- Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
    - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
    - Standing in the upper third of the class;
    - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;

- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
  - Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.
- Highly organized and reliable.
  - Excellent communication (oral and written) and interpersonal skills with the ability to work well with individuals and groups.
  - Experience working in a team environment.
  - Ability to manage several priorities.
  - Strong customer service skills and good judgment.
  - Ability to maintain confidentiality and have a professional demeanor.

\*Specialized experience is progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

### **Preferred Qualifications/Court Preferred Skills**

Additional qualifications, experience and skills preferred, but not required, include:

- A bachelor's degree in a related field;
- Experience in a federal or state court system or other business or legal field;
- Knowledge of judiciary-specific automated financial systems;
- Knowledge of general government procurement and/or facilities policies within the Guide to Judiciary Policy;
- Working knowledge of purchasing principles;
- Knowledge of facilities and project management;
- Proficiency working with automated financial systems;
- Possess experience working in an electronic environment with various technologies to accomplish work.

### **Benefits**

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information. The Court offers Public Transit Subsidy in accordance with local policy and dependent upon availability of funding.

### **Telework**

After six months of employment, successful training and meeting performance standards, employees may be eligible for telework opportunities as outlined in the Court's Telework Policy.

### **Background Investigation**

This position is classified as a high-sensitive position which requires the selected candidate to submit to a five-year background investigation which will include a criminal history, credit and FBI fingerprint check as a condition of employment with periodic updates every five years thereafter. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.

## **Applicant Information**

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

## **How to Apply**

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#). Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#). Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Only candidates selected for interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

## **District Overview**

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

*The United States District Court, Western District of Pennsylvania, is an Equal Opportunity Employer and values diversity in the workplace.*