



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

**POSITION:** Space and Facilities Manager  
**SALARY:** CL 28 (\$59,877 - \$97,366)  
(Based Upon Qualifications)

**OPENING DATE:** August 20, 2010  
**CLOSING DATE:** Open Until Filled  
first consideration to those submitted  
before September 3, 2010

**VACANCY:** #12-10

**DUTY STATION:** Baltimore, Maryland  
with intermittent travel to other locations

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Space and Facilities Manager. The incumbent provides professional services related to the planning, design and construction of courthouses, annexes, and major and minor level projects and oversees the maintenance of a number of building systems and facilities. The incumbent also serves as the district's liaison with General Services Administration (GSA), courts' contracting officers, the Space and Facilities Division of the Administrative Office of the U.S. Courts (AO), vendors, the Circuit Executive's Office, judge's chambers, and other court units.

**Duties include, but are not limited, to the following:**

- Oversees the construction process for all new construction and tenant alteration projects. Acts as the daily court point-of-contact for project coordination and reviews matters with the Clerk of Court, the Chief Judge, and GSA.
- Provides project management responsibilities for court design and construction projects; participates in a variety of project planning, space and facilities, and design meetings.
- Coordinates all design and space layouts for all project occupants at all court locations; ensures the court's interests are coordinated with the Administrative Office and communicated to GSA.
- Makes recommendations for improvements or procedural changes to the Clerk and the AO; makes recommendations on design and construction matters requiring Circuit Council approval to the Chief Judge and Clerk.
- Coordinates the design requirements, monitors the acquisition and installation, and oversees the maintenance of sound and security systems in the courthouses. Coordinates project security issues with U.S. Marshals Service and the Court.
- Coordinates the installation requirements and scheduled maintenance of all building facilities and systems including moves, hardware, wiring, software, and funding. Schedules and coordinates moves. Oversees space and facilities needs for judicial officers. Maintains parking facilities and coordinates assignments.
- Schedules and conducts construction progress inspections to ensure construction compliance.
- Performs routine maintenance inspections and coordinates required action, working with contractors, vendors, and service technicians.
- Participates in the budgeting process to ensure adequate funds are available to meet the needs of the court on individual projects.
- Serves as the coordinator for the Court's Continuity of Operations Plan.

## **Qualifications and Requirements:**

- Architectural, engineering, or design background, knowledge, experience, and/or degree desired.
- Requires two years general and three years specialized experience, i.e. progressively responsible experience requiring regular and recurring application of clerical procedures, use of specialized terminology, and demonstrated ability to apply a body of rules and regulations. Specialized experience should include at least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.
- Excellent computer, communication, interpersonal, and organizational skills; ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required; and ability to document work, analyze problems, assess alternatives and identify solutions.
- Knowledge of methods and practices of the planning, design and construction process; knowledge of government design and construction budget programs and funding procedures.
- Knowledge of Audio-Visual systems including the ability to provide assistance with design, support and installations.
- Experience in the development and review of construction documents.

## **How to apply:**

Submit resume, salary history and cover letter stating the reasons for your interest in the position to:

Human Resources Administrator  
Attn: Space and Facilities Manager  
4<sup>th</sup> Floor, U.S. Courthouse  
101 W. Lombard St., Baltimore, MD 21201  
or  
via email at : jobs @mdd.uscourts.gov

**This announcement is open until filled and will close without notice, with first consideration being given to applications received in the Human Resources department before September 3, 2010.**

**Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.**

The United States District Court is an Equal Opportunity Employer.  
Applicants must be U. S. citizens.

All applications will be reviewed to identify the best qualified candidates.  
Successful candidate for this position is subject to a full fingerprint and background records check, a six-month probationary period, and mandatory electronic direct deposit of salary payment.