



DISTRICT OF MAINE
POSITION ANNOUNCEMENT

Position Title: **CONSTRUCTION ARCHITECT/PROJECT MANAGER**
(a four-year guaranteed, temporary full-time position subject to extension based on project need and available funding. This position is expected to start June, 2021. If the project is delayed for more than two years, the position may be cancelled.)

Employer: U.S. District Court
Position Location: Portland, Maine
Position Type: Temporary, Full-time
Posted: March 4, 2021
Closes: Open Until Filled (Preference will be given to applications received by April 23, 2021)
Starting Salary Range: CL-30 Step 1 to Step 13 (\$96,981 - \$109,112 per annum)
Starting salary depends entirely upon qualifications and eligibility. (To qualify at the highest level you must demonstrate skills and knowledge in all representative duties and meet all criteria in years of specialized experience.

POSITION DESCRIPTION

This position is located in the Clerk's Office in Portland, Maine. The incumbent will serve as a full-time Construction Project Manager/Architect and a primary point of contact responsible for the coordination of the planning, design and construction phases of the replacement of the HVAC and emergency communications panel in the Edward Thaxter Gignoux U.S. Courthouse as well as other tenant alteration projects. The Construction Project Manager/Architect will report to the Clerk of Court. The incumbent will provide services to all of the judges and staff of the U.S. District Court. In addition to working with the local court, the position requires the Construction Project Manager/Architect to interact with the General Services Administration (GSA), Circuit Executive's Office and the Administrative Office. The incumbent will provide technical advice and recommendations to the court in accordance with the policies of the Judicial Conference of the United States and have responsibility for the oversight of all phases of the project.

Working with senior management, the Construction Project Manager/Architect will oversee all planning, design and construction work, and coordinate all segments of the project with the GSA, United States Marshals Service (USMS), U.S. Attorney's Office, technology consultants, furniture acquisition consultants, moving companies, etc. The Construction Project Manager/Architect will be responsible for the review of architectural design and construction drawings and documents, specifications, schedules, and cost estimates to ensure that budgetary and schedule restrictions are adhered to and will regularly monitor the entire project for compliance with stated objectives. The Construction Project Manager/Architect will also coordinate the programming/phasing of construction, scheduling, move-in and post occupancy reviews of all construction. The Construction Project Manager/Architect performs and coordinates administrative, technical, and professional work related to a major tenant alteration project, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

REPRESENTATIVE DUTIES

- Oversees the design and construction process on behalf of the court for a major courthouse renovation project and other tenant alterations projects.
- Reviews architectural design and construction drawings and documents, specifications, and schedules for compliance with general project integrity. Identifies and suggests solutions to design elements which are not representative of the U.S Courts interests.
- Monitors change orders and assesses time impact associated; monitors associated above standard costs for projects funded by the Judiciary. Tracks all design/construction issues and time lines and provides accurate and concise briefing to the Clerk and Chief Judge. Advises the Clerk of the status of the project and design problems encountered and resolves issues and takes corrective action as require. Ensures all parties are advised and kept aware of requirements and changes.
- Performs cost evaluation and control at each step of the project to ensure that budgetary restrictions are adhered to and in compliance with stated objectives.
- Prepares and presents periodic reports on project status and/or funding requirements to judicial officers and unit executives.
- Attends the GSA and contractors design and construction meetings and ensures the court's needs are addressed. Prepares and distributes the meeting minutes to court officials.
- Reviews all finish samples, schedules, catalog cuts, and shop drawings.
- Acts as liaison between interior contractor, furniture, carpet and furnishing vendors and the judges, Clerk and procurement staff to coordinate the selection of carpeting, furniture and furnishings for chambers and clerk's offices as needed.
- Coordinates the installation of electrical, telecommunications, automation and sound systems, courtroom technology equipment and security installation.
- Develops project plans and coordinates the relocation of the court unit during and following construction.
- Facilitates meetings with focus groups and conducts surveys to obtain feedback on how best to design space for end users and external customers.
- Oversees furniture and systems workstation layouts for the court unit.
- Prepare and review continuity of operations plans (COOP) for the court unit. Lead an interagency COOP working group if required. Coordinate all court and related unit/agency plans, OEPs, and COOPs.
- Develop memoranda of understanding with relevant agencies (i.e., with local government entities) to provide alternative sites for court operations.
- Coordinate with and serve as a liaison between the Court, the U.S. Marshals Service, the Federal Protective Service and other agencies regarding Court security issues.
- All other job-related duties as assigned.

QUALIFICATIONS

Required:

Education: Applicants must be a graduate of an accredited institution such as a college, university or technical school program, having successfully completed a degree in architecture, engineering, building technologies, facilities management, or related studies. Candidates should possess a current, valid and appropriate license or equivalent credentials.

Specialized Experience: The successful candidate will have at least five years of technical/ specialized work experience and should have at least six years of project management work experience in the construction field and experience with HVAC projects. This would be defined as having responsibility as the lead or senior manager of large-scale construction/repair projects. Experience should be at a GS-13 level.

Previous experience with renovations that take place in occupied space. Familiarity with shop drawing review & dust control techniques.

In addition to the minimum qualifications, the person selected must have superior analytical skills; well-developed organizational and time management skills; the ability to establish time schedules for completion of projects; and excellent written and verbal communication skills. Candidates must be able to analyze complex architectural drawings and designs, interpret their content and be able to provide accurate, concise briefings and recommendations to the Chief Judge and other court staff. The successful candidate must be able to oversee production of architectural drawings suited to the Court's needs and coordinate space planning and interior design. Qualified candidates should have a demonstrated familiarity with the organization, regulation and staffing of the General Services Administration as well as construction industry standard of practice and building code. Computer literacy is required with knowledge of AutoCAD, Word and spreadsheet applications. Travel may be required.

Court Preferred Experience:

Knowledge of the U.S. Courts Design Guide and the GSA Facilities Standards for the Public Buildings Service (GSA P-100) regulations. Prior experience working on Federal projects, preferably courthouses, is also highly desirable.

Engineering experience a plus.

Ability to review, analyze, and challenge design and construction estimates. Familiarity with industry standard cost estimating. Ability to work well with diverse teams and coordinate multiple tasks and responsibilities. Ability to understand and explain policies and procedures; negotiate fees and costs; manage and coordinate services required for space delivery. Ability to develop creative solutions to difficult problems within policy guidelines and funding restrictions. Ability to work under pressure with tight deadlines. Recognition of the need for the business of the court to be conducted with decorum and expediency.

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be required to submit fingerprints for an FBI background check as a condition of employment.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

COMPENSATION:

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS:

The United States Courts for the District of Maine offers a generous benefits package to full-time employees, which includes:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave

- Paid Parental Leave for the birth or placement of a child (after one year)
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Time in service as employees of other federal agencies, as well as those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

APPLICATION PROCEDURE

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history and salary history);
- Cover Letter (highlighting skills related to the representative duties);
- Contact list of three professional references;
- AO78 - Judicial Employment Application (found on our website at <https://www.med.uscourts.gov/employment>). Description of Work section of the AO-78 must be fully completed. Indicating “see resume” is not acceptable.

EMAIL: Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov with “Construction Architect/Project Manager” in the subject line.

This position will remain open until filled. Preference will be given to applications received by April 23, 2021.

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

The U. S. District Court is an Equal Opportunity Employer