

**UNITED STATES COURT OF APPEALS  
FOR THE FIRST CIRCUIT  
OFFICE OF THE CIRCUIT EXECUTIVE**

**Project Manager/Space Planner**

**Job Announcement:** #23-12

**Position Type:** Full-time

**Location:** Circuit Executive's Office  
John J. Moakley U.S. Courthouse, Boston, MA

**Salary:** CL 28 - CL 29 (\$74,524 - \$144,058) per annum  
Depending on qualifications and experience

**Closing Date:** Open Until Filled. Preference will be given to applications received by June 15, 2023.

**Organization:** The Circuit Executive's Office of the United States Courts for the First Circuit seeks applications for the position of Project Manager/Space Planner. The United States Courts for the First Circuit include the Court of Appeals, which is the court of review for decisions of the district courts within the First Circuit, including the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court of Appeals also reviews decisions of federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units within the First Circuit.

**Duties and  
Responsibilities:**

The Project Manager/Space Planner will work as a member of the Office of the Circuit Executive, reporting to the Assistant Circuit Executive for Space and Security. The Space and Security Department manages judiciary space throughout the First Circuit. This includes the planning, design, technical review, and financial management of projects and circuit-wide coordination of all project activities. The Department also oversees the planning and implementation of all circuit conferences, events, workshops, and meetings; has procurement responsibilities; and manages the Court of Appeals emergency preparedness protocols. Representative duties of this position include, but are not limited to:

- Providing technical expertise overseeing assigned construction, renovation, remodeling, cyclical maintenance, and tenant alterations projects within the Circuit.
- Reviewing, interpreting, and providing comment on construction drawings, specifications, schedules, cost estimates, and other project related documents, ensuring compliance with the U.S. Courts Design Guide and all applicable judiciary and court policies.
- Preparing specifications and scopes of work for judiciary-initiated construction and facilities maintenance projects.
- Evaluating cost estimates provided by the General Services Administration (GSA).
- Collaborating with other courts and government agencies, including the GSA and U.S. Marshals Service, to ensure timely delivery of projects.

- Managing and/or participating in meetings representing the needs of the court, discussing obstacles to project delivery, and recommending solutions.
- Effectively communicating project timelines and all relevant information to all stakeholders.
- Preparing and distributing furniture layouts, assisting with required furniture procurements, and providing on-site support for furniture installation as required.
- Creating furniture move scopes and managing on-site and off-site moves as required.
- Communicating across all levels of the organization and with the public, including answering routine inquiries from judges and their staffs, other court units, and members of the bar and public.
- Performing other duties as assigned.
- Frequent travel to locations within the First Circuit may be required.

**Qualifications:**

**Minimum Qualifications:**

- Applicants must have a bachelor's degree and at least two years of specialized experience in construction project management, architecture, interior design, or a related field.
- Excellent oral and written communication skills are essential. The successful candidate must have the ability to use tact and sound judgment to deal effectively with judges, court unit executives, and other senior managers.
- Applicants must demonstrate well-developed organizational and time-management skills, along with a proven ability to prioritize multiple demands and meet established deadlines and commitments.
- The successful candidate must have the ability to work both independently, with limited supervision, as well as in a team environment.
- The ability to lift heavy items (up to 50 pounds) is a necessary function of the position.

**Court Preferred Qualifications:**

- A bachelor's degree in architecture or related field is preferred.
- Knowledge of AutoCAD, Revit, Sketchup.
- Experience working with the GSA.
- Knowledge of the U.S. Courts Design Guide.
- Advanced proficiency with Microsoft Office applications, including Word, Excel, Outlook, Teams, and PowerPoint.

**Benefits:**

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefit programs, long-term care, retirement benefits, and a tax-deferred savings plan. Federal Judiciary employees are eligible to participate in the Public Service Loan Forgiveness (PSLF) Program. Further details regarding benefits can be found here:

<https://www.uscourts.gov/careers/benefits>

**Background Check:** The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

**How to Apply:** Submit the following documents: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 12/21) to:

Andrew Burke, Human Resources Administrator  
Office of the Circuit Executive  
U.S. Court of Appeals for the First Circuit  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 3700  
Boston, MA 02210

Applications will also be accepted via email, **in pdf format only**, to: [ojobs@ca1.uscourts.gov](mailto:ojobs@ca1.uscourts.gov)

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf> The AO78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission; otherwise the form will appear blank.

**Note:** Applications that do not include all requested information will be deemed incomplete and will not be considered.

**Additional Conditions of Employment:**

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court of Appeals employees are "at will" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**