

UNITED STATES COURT APPEALS FOR VETERANS CLAIMS
625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 18-02
Issuing Date: 01/16/2018
Closing Date: 01/30/2018

Position: Space & Facilities Administrator
Court Schedule: Grade 9/11/12 (equivalent GS 9/11/12, salary range including 2018 Washington-Baltimore Locality Pay is \$56,233 to \$106,012).

Note: Applicants applying for a 5 or 10-point preference must submit proof of their eligibility, along with their application, for the preference to be considered.

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are excepted service.

Area of Consideration: Nationwide

KEY REQUIREMENTS

- " You must be a U.S. Citizen.
- " Submit application and resume by 11:59 PM EST on the closing date.
- " Provide all required documents by closing date.
- " Direct Deposit is required
- " RELOCATION EXPENSES WILL NOT BE PAID

Background: The United States Court of Appeals for Veterans Claims is an independent Court established in 1988 by President Ronald Reagan. The Court has exclusive jurisdiction over decisions of the Board of Veterans' Appeals (Board or BVA). The Court reviews Board decisions appealed by claimants who believe the Board erred in its decision. As a court of record, the court is part of the United States judiciary and not part of the Department of Veterans Affairs.

The Court's principal office is in Washington, D.C., but the Court is authorized to sit anywhere in the United States and does so a limited number of times each year.

Duties and Responsibilities: The duties and responsibilities of the Space & Facilities Administrator are assigned by and under the supervision of the Deputy Executive Officer. They include, but are not limited to, the following:

FACILITIES:

Steward of all Court-occupied space. Oversees maintenance repairs, restoration, renovation, and construction of all Court-occupied space. Coordinates with contractor project manager, architects, various vendors, electricians, building engineers as needed to complete each space planning project. Reads and understands complex construction documents and specifications.

Communicates with high-ranking government officials on the assessment of space; performs needs analysis; constantly reviews space utilization and develops solutions for long-range facility planning.

Develops client space needs into design intent drawings. Maintains knowledge of current building materials, finishes, construction techniques, various codes and standards.

Inventories facilities and maintains a comprehensive database of cyclical maintenance projects, and integrates facilities maintenance plan with lessor's maintenance budget.

Provides weekly updates and reports to the Deputy Executive Officer and manages each project to completion.

Provides budget requests for all space and facilities related projects.

Is the custodian of the Court's lease agreement, serves as the subject matter expert on the provisions of the Court lease. Maintains annotations for negotiation of provisions to be included in the future lease agreements.

Serves as liaison with Lessee, General Services Administration (GSA) building manager and the Lessor building management regarding problems with plumbing, electrical, heating and cooling, or any other problems that would require the attention of the building's engineers.

Maintain as-built drawings after the completion of all renovation projects. Knowledge of computer-aided drafting software is highly preferred (Auto desk AutoCAD and/or REVIT).

Develops and enforces policy associated with space, facilities, and security.

Develops and seeks certification of the Occupant Emergency Plan (OEP).

Serves as the coordinator for the Facilities Security Committee, which consists of representatives from each of the building's 4 tenants.

SECURITY:

Serves as the liaison to the Court's Special Security Officers (SSOs) and all security vendors; is responsible for maintaining security equipment and contacting all vendors for repairs; and

exploring updates, changes or modifications necessary to enhance the security of the Court.

Manages physical access control system to Court-occupied space. Issues, activates and deactivates identification badges to all employees and Court visitors; and maintains a security logging system so that the security of the Court is not jeopardized.

Manages the Court's use of the Data Watch key system which is coded to access the building's common area such as, elevators, and the fitness center.

Is the Occupant Emergency Team Co-Coordinator which includes training the Court's Emergency Evaluation Team; updating the emergency plan; coordinating efficient evacuations of Court staff; and conducting periodic emergency evacuation drills. Conducts the Facility Security Committee meetings as the lead tenant to address building wide security issues and concerns.

Qualification Requirements: An applicant must have the specialized experience listed below.

CS Grade Level	Years of Specialized Experience
9	1 year (must be at or equivalent to grade 7)
11	2 years (one year must be at or equivalent to grade 9)
12	2 years (one year must be at or equivalent to grade 11)

Specialized Experience: Progressively responsible experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position. Examples of qualifying specialized experience include:

- (1) Extensive management of Court facilities; experienced in working with and through GSA for facilities management and construction projects; experience with management of commercially-leased facilities;
- (2) Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, military, or other special-purpose installations, including planning maintenance activities, and developing preventive maintenance programs;
- (3) Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing projects plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans;
- (4) Performing maintenance or construction work, including estimating material and labor costs for a variety of construction or maintenance projects (such as construction or maintenance of brick, frame, structural steel, reinforced concrete, and other type structures ranging from one- or two-story buildings to larger structures), directing actual work operations, and maintaining appropriate contacts with the organization funding the project.

Educational Substitutions:

- Experience requirements at the CS-9 level may be met by completion of the requirements for a bachelor's degree from an accredited college or university.
- Experience requirements at the CS-11 level may be met by completion of the requirements for a bachelor's degree from an accredited college or university AND only one of the following superior academic achievement requirements:
 1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
 2. Standing in the upper third of a class.
 3. "3.5" average or better in the major field of study of environmental design, architecture, interior architecture, interior design, or engineering.
 4. 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 environmental design, architecture, interior architecture, interior design, or engineering.

Preferred Qualifications:

- IFMA Facility Management Professional (FMP) and/or Certified Facility Manager (CFM)
- Spanish language fluency
- Bachelor's degree in environmental design, architecture, interior architecture, interior design, engineering or an equivalent discipline is preferred
- Knowledge of General Services Administration (GSA) policies related to space and facilities; U.S. Courts Design Guide; and Guide to Judiciary Policies and Procedures
- Familiarity with complex physical security systems specified by the US Marshals Service;
- AutoCAD and/or Revit experience

NOTE: The selectee will be subject to a one year probationary period.

Instructions for Applying: Submit the following:

- A resume from the USA jobs Resume builder, or other written application containing all information requested in the USA jobs Resume builder
- Veterans' Preference documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.) to validate if claiming Veterans' preference
- A completed OF 306 (Declaration for Federal Employment)

For a copy of the OF 306, please go to <http://www.opm.gov/forms/optional-forms/>.

Send your completed application packet to:

Employment@uscourts.cavc.gov

Or

U.S. Court of Appeals for Veterans Claims

ATTN: Ms. Ramona Smalls

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

The United States Court of Veterans Appeals is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, national origin, or handicap.