

**United States District Court
District of Puerto Rico
Office of the Clerk**

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Clerk of Court



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Vacancy Announcement 22-05

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Project Manager
Position Type: Full-time
Grade: Classification Level CL-28, with promotion potential to a CL-29 without further competition
Salary Range: \$63,467.00 - \$122,693.00 + 2.99 % Cost of Living Allowance
Open Date: Tuesday, November 22, 2022
Closing Date: Open until filled

Position Overview

The Office of the Clerk of the United States District Court for the District of Puerto Rico is now accepting applications for the position of Project Manager.

The Project Manager has primary responsibility for the management and oversight of design and construction phases of ongoing and new construction projects initiated by the Court or the General Services Administration at the Federico Degetau Federal Building and the Clemente Ruiz Nazario United States Courthouse Complex in Hato Rey, as well as renovations at the José V. Toledo Federal Building and U.S. Courthouse in Old San Juan.

The Project Manager also works collaboratively with property and procurement staff to procure supplies, equipment, services, and furnishing.

This position reports to the Clerk of Court and Financial Manager and works closely with the Assistant Circuit Executive for Space and Facilities and other Court staff.

REPRESENTATIVE DUTIES

Responsibilities include, but are not limited to:

- ❖ Serves as the principal liaison on space and facilities projects between the Court and the Office of the Circuit Executive, the Administrative Office of the U.S. Courts (AOUSC), the General Services Administration (GSA), the U.S. Marshals Services (USMS), and other individuals, agencies, or firms involved with the projects.

- ❖ Reviews all design documents, construction planning and phasing, and (if requested by GSA) contractor qualifications. Reviews GSA contract specification documents and blueprints to ensure compliance with the U.S. Court Design Guide, and the court's preference. Participates in all project planning and design meetings.
- ❖ Manages space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translates functional requirements into a space-needs plans and defines the project's design objectives. Reviews construction drawings and specifications, analyzes cost estimates, negotiates fees and costs, and resolves issues from preliminary design through construction. Coordinates the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan. Develops and maintains project logs, tracking forms, spreadsheets, and databases for the purpose of tracking and documenting building project work and status. On a regularly basis, attends and participates in project or construction meetings to remain current on project status, discuss problems, and develop solutions. Ensures all parties are advised and kept aware of requirements and plan changes.
- ❖ Creates moving coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment, and lines. Serve as the moving coordinator with GSA on the temporary relocation to swing space of court staff, furnishings, and equipment. Assists overseeing project closeout including final move, completion of courts' punch list, delivery from GSA of as-built drawings and other documentation, commissioning, and activities relating to space/building acceptance and occupancy.
- ❖ Monitors and oversees space and facilities project work for small projects. Provides support to court unit staff in all matters related to space and facilities and procurement. Deals directly with the GSA, building contractors, and other entities, regarding small to medium tenant alteration projects, problems in the building and maintenance or repair issues. Works during nights and weekends to accomplish special projects deadlines, as needed.
- ❖ Conducts construction site visits to monitor progress and compliance with the U.S. Courts Design Guide and prepare progress reports and punch lists for work that remains to be accomplished.
- ❖ Develops furniture layouts and assist in selection and procurement of furniture and furnishings.
- ❖ Prepares Reimbursable Work Authorizations (RWA) and appropriate documentation for new or renovated space and facilities and submit for approval.
- ❖ Provides support to the procurement staff in their daily activities and performs any other duties assigned by the Clerk of Court and/or Financial Manager.

QUALIFICATIONS

To qualify for this position the candidate must possess a bachelor's degree in construction management/administration, architecture, interior design, or related matter and/or extensive knowledge of the methods and practices of the planning, design, and construction process, and have a minimum of five years of specialized experience.

Specialized Experience

Progressively responsible administrative experience requiring the regular and recurring application and knowledge of the rules, regulations, practices, and principles of project management/ space and facilities administration.

PREFERRED QUALIFICATIONS

- ❖ Architectural, interior design, or construction administration experience in the private or public sector is preferred.
- ❖ Experience in working with the GSA, USMS, furniture vendors, and construction contractors in relation to design and construction projects.
- ❖ Knowledge of the U.S. Courts Design Guide, the Guide to Judiciary Policy, and other relevant government policies and regulations.
- ❖ The ability to manage competing priorities and perform effectively under strict deadlines.
- ❖ A demonstrated ability to work harmoniously with others in a team environment.
- ❖ Ability to simultaneously manage and coordinate a range of projects at various stages of construction, and through occupancy.
- ❖ Skill in developing creative design solutions based on specific functional requirements of users, within policy design standards and funding restrictions, and reviewing and analyzing construction documents and cost estimates, negotiating fees and costs, and resolving issues from preliminary design through construction.
- ❖ Ability to communicate effectively both orally and in writing in the English and Spanish languages to facilitate the successful completion of court construction projects.
- ❖ Work is primarily performed in an office setting with possible visits to construction sites and locations. Some travel is required to locations within the District. Some lifting of boxes and moving furniture is required.
- ❖ Must be proficient in Microsoft Word and Excel, and other computer applications.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment-** Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov
- 2) **Cover Letter** stating the reasons for your interest in the position and
- 3) **Resume** detailing all relevant experience, education, and skills.

You must submit ALL required documents **as a single PDF document** to vacancies@prd.uscourts.gov.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter and on the subject line of your e-mail. Incomplete packages will not be considered.

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice.

False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer