



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

**Benefits:**

**Federal Benefits Include:**

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Transit subsidy

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

# U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

## Space & Facilities Administrator

### VACANCY #21-18

**LOCATION:** Cleveland, Ohio

**REPORTS TO:** Clerk of Court

**STATUS:** Full-time permanent

**CLASSIFICATION:** CL 27/CL 28

**POSTED:** June 4, 2021

**SALARY RANGE:** \$53,881- \$104,970

**CLOSING DATE: Open Until Filled**

**First consideration given to applications received by June 18, 2021.**

### Position Overview

The Space and Facilities Administrator has district-wide responsibility for the management and oversight of space and facilities programs and projects initiated by the court or the General Services Administration (GSA). Promotion potential to CL 28 without further competition.

**Duties and Responsibilities** include, but are not limited to the following: Management and Oversight of Space and Facilities Programs and Projects:

- Conduct annual space and facilities assessments. Make recommendations to appropriate individuals regarding improvements, changes, or other actions.
- Prepare project scope, budget, and schedules to guide specifications and procurements. Review specifications, analyze cost estimate, negotiate fees and costs, and resolve issues from project design through completion.
- Coordinate activities of agencies and vendors to ensure projects are completed on time and within budget. Conduct planning and update meetings as necessary. Ensure all parties are advised of project requirements and changes.
- Perform cost evaluation and control at each step of the project to budget is adhered to and project remains within the scope of stated objectives.
- Create move coordination plans and serve as move coordinator.
- Oversee and serve as point of contact for district rent matters. Track and monitor billing, verify technical aspects and accuracy of changes.
- Serve as liaison with the AO Space and Facilities Division, the circuit executive's office, GSA, federal agencies, and contractors.

Coordination of Routine and Cyclical Maintenance, Repairs and Renovations:

- Develop and maintain database of all cyclical maintenance.
- Prepare annual maintenance plans and cost estimates.
- Serve as custodial officer for furniture items and ensure master property list is current.

### How to Apply:

Applicants must submit ONE PDF document containing the following to

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Branch Employment found at:

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

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

### Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the FBI investigation is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Work with contracting officers to develop scope of work and estimates for Reimbursable Work Authorizations (RWAs). Coordination of Continuity of Operations (COOP), emergency preparedness, and safety/security programs and activities:
  - Coordinate preparation of COOP, business recovery plans, and Occupant Emergency Plans (OEP) for all court units. Direct the annual review and refinement of COOP, business recovery plans, and OEPs in all units and locations. Conduct communications and training activities to ensure staff awareness of COOP and OEP procedures and requirements.
  - Serve as central resource for contingency plans and emergency preparedness. Coordinate with IT and senior management on the use of emergency notification systems.
  - Attend Facility Security Meetings and Court Security Meetings in all locations. Ensure effective interagency coordination with safety and security plans where applicable.
  - Establish and maintain contacts with U.S. Marshals Service (USMS), Federal Protective Services (FPS) and other national and local law enforcement and emergency management agencies.
  - Ensure adequate supply of emergency equipment. Maintain shelter-in-place zones. Maintain floor warden rosters. Schedule building evacuation, shelter-in-place, and active shooter drills. Monitor drills, identify areas for correction, address through changes in procedures and/or training.
  - Provide training for cardiopulmonary resuscitation (CPR), first aid, and automated external defibrillator (AED) for all locations.

Occasional travel may be required. The incumbent must have the ability to perform occasional physical work such as lifting and moving materials (50 pounds).

### **Qualifications (Must be met at the time of application):**

- Two (2) years of specialized experience, which is defined as progressively responsible experience in or closely related to space and facilities administration and project management .
- Advanced use of and experience with Microsoft Windows and Office products and standard project management applications.
- Experience in the review and analysis of construction documents and cost estimates.
- Critical thinking, attention to detail, analytical skills.
- Must be able to communicate effectively with team members regarding collaborative tasks.
- Excellent organization skills with the ability to multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Ability to adjust priorities quickly as circumstances dictate.
- PREFERRED: Undergraduate degree in Facility Management, Project Management, Business, or related field and experience working in a legal/and or court environment.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.