

***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title:	Architect/Project Manager
Location:	Clarksburg, West Virginia
Open Date:	November 3, 2020
Job Grade/Salary:	CPS CL 29/25 TO CL 30/39 (\$91,231 - \$120,387)
Deadline:	First cut-off date for review of applications is November 20, 2020. Position is open until filled.
Announcement #	WVN 2021-01

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Architect/Project Manager. The Architect/Project Manager oversees the courthouse construction, renovation, remodeling, and tenant alternation projects for the district court. Responsibilities include, but are not limited to, project management, design, development, oversight, coordination, and problem solving all aspects of these major court impact projects. The position is based at the Clarksburg, West Virginia, point of holding court, but may require travel as needed to the other points of holding court in Elkins, Martinsburg, and Wheeling. This position may require further travel within the United States. The Architect/Project Manager position and continued employment of the position is subject to available funding supplied by the Administrative Office of the United States Courts.

Representative Duties:

- Oversee the design and renovation process, to include review of drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Ensure that court requirements are met by the General Services Administration (GSA) and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and court policies.
- Provide technical advice and recommendations to judges and court unit executive to assist in defining court design, construction, or renovation needs.
- Direct and assume responsibility for all phases of renovation and alteration projects, including all design and construction aspects through project close-out stages.
- Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work. Conduct periodic meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised of requirements, changes, problems, and potential solutions.
- Maintain project log of court actions, desires, and preferences related to the project.
- Utilize software developed for computer assisted drawing and similar computer design technology to develop layouts, plans, blueprints, and designs.
- Prepare and present periodic reports on project status and/or funding requirements to judges and the court unit executive.
- Participate in and coordinate construction and alteration planning. Coordinate scheduling, plan, communicate, and resolve the resultant effects on the court and occupants.

- Act as the court's liaison with the General Services Administration (GSA) and contractors. Ensure the completeness and timeliness of project delivery.
- Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project.
- Coordinate project security issues with the U.S. Marshals Service as they relate to court space.
- Oversee and coordinate maintenance and preservation of existing structures, including non-GSA properties.
- Coordinate with GSA and other landlords on all rent, space, and other similar tenant issues.
- Attend conferences, training, and meetings, as required.
- Serve as a liaison for the court unit executive with other agencies, outside vendors, and local building management, as required.
- Perform other duties, as assigned or required.

Qualifications and Requirements: Applicants for the position should have the following qualifications and requirements:

- Bachelor's degree from an accredited college/university in architecture or related field.
- Four years of specialized experience in construction or space and facility oversight involving major project development, space coordination and design. Experience should include project management, oversight, scheduling, coordination, and problem solving all aspects of the construction of a new building, annex, or addition.
- Ability to analyze architectural drawings and designs, interpret their content and be able to provide accurate, concise briefings and recommendations to the judges, court executive and other court staff.
- Skill in negotiating terms and conditions of services and contracts with vendors and in preparing and maintaining documents and detailed records.
- Must be a self-directed, highly organized professional with superior analytical skills, well developed in organizational and time management skills.
- Ability to interact effectively with others, provide excellent customer service, and able to resolve difficulties while complying with regulations and rules.
- Possess excellent communication skills, including the ability to present complicated, technical matters to individuals and groups with varying technical knowledge, and always maintain a professional demeanor and appearance.

Preferred Qualifications: The following qualifications and requirements are not required, but are preferred qualifications for this position:

- Experience working with GSA's design and construction group and familiarity with GSA's Facilities Standards for the Public Buildings Service (P-100) and United States Marshals Service's Publication 64.
- Experience working on federal projects and a demonstrated familiarity with facilities management, project management, and construction administration.
- Experience with courthouse construction.

Miscellaneous:

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a full background investigation that includes an FBI fingerprint check as a condition of employment. Subsequent background searches may be required every five years. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. District Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.wvnd.uscourts.gov.
- Position will require travel.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Requirements:

Qualified applicants should submit in one PDF file:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (download from [AO 78 Application](#) or the form may be requested via telephone at 304-234-0399);
- cover letter and resume;
- salary history; and
- contact information for three professional references.

All documents listed above should be marked confidential and submitted to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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