

UNITED STATES DISTRICT COURT  
Middle District of Georgia  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

VACANCY ANNOUNCEMENT

Position: Space and Facilities Specialist  
No. of Vacancies: 1  
Location: Macon, Georgia  
Opening Date: January 14, 2016  
Closing Date: February 5, 2016, or until position is filled  
Salary: CL 28 (\$56,137 - \$91,275)  
*Based Upon Qualifications and Experience*

Description of Duties:

The Space and Facilities Specialist has primary responsibility for the management and oversight of all space and facilities projects initiated by the Court or the General Services Administration (GSA). Responsibilities include the planning, design, technical review and financial management for all space and facilities projects and district-wide coordination of all building activities for the Court. Additional duties include but are not limited to coordinating routine and cyclical building maintenance inspections, repairs, renovations and security system installations with the US Marshal's Service, GSA, or others as applicable to ensure compliance with appropriate guidelines, policies, and internal controls; procurement authority and payment of reimbursable work authorizations to the GSA; and conducting inventories and coordinating disposal of items to be offered as excess/surplus.

This position is located in Macon, Georgia with significant travel to divisional offices located in Albany, Athens, Columbus and Valdosta. Occasional after-hours work may also be required.

Qualification Requirements:

A Bachelor's degree from an accredited 4 year college or university in Facilities Management, Facilities Engineering or related qualification such as building management, project management, business management or construction management. A working knowledge of principles and practices of project management; a working knowledge of building management systems; sound knowledge of health, safety and environmental regulations; at least two (2) years experience in managing or supervising building operations, construction and maintenance including financial principles and practices; and a working knowledge of procurement and contracts.

How to Apply:

Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application

for Judicial Branch Federal Employment (Form AO78); and (4) a list of at least three professional references, with current contact information. Applications should be received at the below address.

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist  
United States District Court  
P. O. Box 128  
Macon, Georgia 31202

**Notice to Applicants:** The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States.

## **SPACE & FACILITIES SPECIALIST**

### **\*\*BENEFITS\*\***

**All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:**

#### **LEAVE AND HOLIDAYS:**

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

#### **SALARY INCREASES:**

Employees have excellent opportunities for salary increases, based upon performance.

#### **COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL**

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

#### **HEALTH BENEFITS:**

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

#### **DENTAL/VISION INSURANCE: OPTIONAL**

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.

#### **Eligibility For LONG TERM DISABILITY PLAN**

#### **LIFE INSURANCE: OPTIONAL**

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

#### **FLEXIBLE BENEFITS: OPTIONAL**

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

#### **LONG-TERM CARE INSURANCE: OPTIONAL**

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

#### **RETIREMENT:**

Employees participate in the Federal Employees Retirement System (FERS).

### **THRIFT SAVINGS PLAN: OPTIONAL**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.