

United States District Court  
District of Puerto Rico  
Clerk's Office

Frances Moran, Esq.  
Clerk of Court



150 Carlos Chardon Street  
Federal Building, Room 150  
San Juan, P.R. 00918  
Telephone (787)772-3006

## Vacancy Announcement 16-02

---

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

**Position Title:** Architect/Engineer  
**Position Type:** Full-time / Temporary (Not-to Exceed four years)  
*Starting date scheduled for Monday, March 21, 2016*  
**Grade:** Classification Level CL-31  
**Salary:** \$98,884.00 + 4.20% Cost of Living Allowance  
**Open Date:** Friday, January 22, 2016  
**Closing Date:** Friday, February 5, 2016

The United States District Court for the District of Puerto Rico is accepting applications for the position of Architect/Engineer.

### Position Overview

This position is located in the Clerk's Office for the District of Puerto Rico. The Architect/Engineer reports directly to the Clerk of Court and will work closely with the Assistant Circuit Executive for Space and Facilities and other Court staff.

The incumbent will serve a full-time project manager and primary point of contact responsible for the coordination and oversight of design and construction phases of on-going space projects at the Federico Degetau Federal Building/Clemente Ruiz Nazario United States Courthouse Complex in Hato Rey.

### REPRESENTATIVE DUTIES

The Architect/Engineer will provide services to all of the judges and staff of the United States District Court as well as other agencies associated with the Judiciary including Probation and Pretrial Services. This position also requires interaction with the Administrative Office, General Services Administration, U.S. Marshals Service, and other individuals, agencies or firms involved with this project.

Working with senior management, the incumbent will oversee all planning, design and construction work, and coordinate all segments of assigned space reduction projects with the General Services Administration (GSA) and United States Marshals Service (USMS), among others. The Architect/Engineer in consultation with the Assistant Circuit Executive for Space and Facilities will be responsible for the review of architectural design and construction drawings and documents, specifications, schedules, and cost estimates to ensure that

budgetary and schedule restrictions are adhered to, and will provide daily oversight of the entire project for compliance with stated objectives, attend or regular construction meetings, and serve as the principal liaison between the Court and the general contractor.

## **QUALIFICATIONS**

**Education:** Applicants must be a graduate of an accredited institution such as a college, university or technical school program. A degree in architecture, engineering, building technologies or facilities management is preferred. Candidates should possess a current, valid and appropriate license or equivalent credentials.

**Specialized Experience:** The successful candidate will have at least three years of technical/ specialized work experience and should have at least six years of project management work experience. This would be defined as having responsibility as the lead or senior manager of large scale construction/repair projects.

In addition to the minimum qualifications, the person selected must have superior analytical skills; well-developed organizational and time management skills; the ability to establish time schedules for completion of projects; and excellent written and verbal communication skills. Candidates must be able to analyze complex architectural drawings and designs, interpret their content and be able to provide accurate, concise briefings and recommendations to the Chief Judge, Clerk of Court and other court staff. The successful candidate must be able to oversee production of architectural drawings suited to the Court's needs and coordinate space planning. Qualified candidates should have a demonstrated familiarity with the organization, regulation and staffing of the General Services Administration as well as construction industry standard of practice and building code. Computer literacy is required with knowledge of AutoCAD, WordPerfect and spreadsheet applications. Prior experience working on Federal projects, preferably courthouses, is also highly desirable. Travel may be required.

## **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](http://www.prd.uscourts.gov).
- 2) **Cover Letter** stating the reason for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR  
Attn: Agnes Ferrer-Auffant, Esq.  
Human Resources Manager  
150 Carlos Chardon Street  
Federal Building Room 150  
San Juan. PR 00919-1787

or e-mailed to: [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov)

**All applications must be submitted by Friday, February 5, 2016. E-mailed documents must be submitted as a single PDF document. 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. Applications submitted for this position may be considered for similar positions that may occur within 90 days from 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**