



Space and Facilities Specialist Job Announcement FY25-023

U.S. DISTRICT COURT- EASTERN DISTRICT OF VIRGINIA

WEBSITE :

www.vaed.uscourts.gov

PHONE:

703-299-3324

Announcement #:

FY 25-023

Location:

Richmond, VA with
District travel.

Appointment:

Full-time/ Permanent

Open: 07-28-2025

Closes: 08-29-2025

SALARY RANGES

CL27, Step 1 \$ 61,770 –
Step 61 \$100,435

- (CL 28) without further competition
- Actual starting salary dependent upon qualifications.

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia is seeking qualified applicants for a Space and Facilities Specialist in Richmond, VA. This position is organized in the administrative section of Clerk's Office and reports to the Space and Resources Manager. The incumbent is responsible for the management and oversight of space and facilities projects initiated by the Court or the General Services Administration (GSA), including planning, design, technical review and financial management for space and facilities projects. In addition, the Space and Facilities Specialist deals with building management issues and performs advanced level procurement activities. The position performs duties related to project management, procurement, inventory and emergency management. **Travel between the Richmond and Alexandria divisions is necessary to identify needs, monitor projects, and participate in meetings. Travel to Norfolk and Newport News will occasionally be required.**

MINIMUM QUALIFICATIONS

Candidates must have a minimum of two years specialized experience working in design, construction or a facilities related capacity which can include facilities management, project management or space planning. Experience with procurement preferred. Must be capable of obtaining the required certifications for procurement and space and facilities. This position will require routine travel to Alexandria and occasional travel to Norfolk and Newport News Courthouses. Moderate lifting, climbing, and moving equipment/furniture are required. Experience working with the General Services Administration and familiarity with their procedures and regulations preferred.

REPRESENTATIVE DUTIES

- Monitor, coordinate and react to day-to-day facilities management issues.
- Identify, recommend and track needed construction, tenant alterations, cyclical maintenance, furnishings, and other space and facilities services. Evaluate and monitor contract performance. Manage, review and accept work performed to address building operations and construction project requirements.
- Assess, document, prioritize and respond to project issues. Participate in project meetings as a representative advisor to senior Court managers. Ensure construction compliance. Prepare progress reports and provide updates to appropriate judicial officers.
- Prepare and submit Reimbursable Work Authorizations (RWA) for GSA-managed construction and renovation projects. Verify RWA charges and authorize payment.
- Procure supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan, coordinate and receive deliveries.
- Prepare specifications, solicitations, and requests for quotes. Assess requests for goods and services to ensure they are allowable under limitations, restrictions and policies as well as determine availability of funds. Identify and maintain a list of vendors. Negotiate for best price. Review, evaluate, verify and process invoices and prepare payment requests. Review accounting records and reconcile accounts. Adhere to the *Guide to Judiciary Policies and Procedures* and the *Judiciary Procurement Program Procedures*. Adhere to the court's internal controls procedures.
- Responsible for the custody, control, and record inventory of government-owned property, as appropriate. Ensure the disposition of excess equipment and furnishings.
- Schedule department, division, staff, and judge moves. Coordinate with IT and the U.S. Marshal Service for system requirements for move projects.
- Maintain the District's occupant emergency program and the facilities security committee, as needed.
- Additional duties as assigned.

Additional Requirements:

The successful candidate will be a people-oriented professional who is responsible, friendly, organized and has the following:

- Demonstrated ability to be a self-starter, capable of problem solving, multi-tasking and prioritizing in a fast-paced environment, where attention to detail is required.
- The ability to multitask and prioritize.
- Ability to quickly take government procurement classes, pass exams and become a certified procurement contracting officer.
- Ability to communicate clearly on facilities and procurement matters; possess excellent oral and written communication skills.
- Ability to work independently as well as interact with all work groups.
- Ability to review and interpret blueprints.

EDUCATION

High School graduation or equivalent required. College degree preferred in related field such as architecture, construction/project management or engineering.

Application Instructions: Applicants must submit a letter of interest and form [AO78 Application for Employment](#) in one (1) PDF formatted document to Jobbox7@vaed.uscourts.gov with subject line: **FY25-023 S&F Specialist**

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or 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.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The United States District Court
is an Equal Opportunity
Employer**

BENEFITS

- A generous benefits package is available and includes:
- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Situational telework authorized
- Credit for prior government service