

**U.S. DISTRICT COURT-
EASTERN DISTRICT OF VIRGINIA**

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-30N

Location:

Norfolk

Appointment:

Full-time/ Permanent

Open: 08.10.2026

Closes: Open Until Filled

Priority: 08.24.2026

Salary Information:

Actual starting salary dependent upon qualifications.

CL 28 Step 1 (\$86,407) – Step 61 (\$118,124)

**Job Announcement
Space and Facilities Supervisor
FY26-30N**



The United States District Court for the Eastern District of Virginia is a large trial court within the federal judiciary. There are 94 U.S. District courts in the country with at least one in every state and in all U.S. territories. Virginia is bifurcated geographically and consists of two districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

POSITION OVERVIEW

The Space and Facilities (S&F) Supervisor oversees planning, coordination, and execution of all space, facilities, and tenant improvement activities for the court. This position manages day-to-day building operations in each of the Court's four divisions, ensures the effective delivery of facilities services, and supports long-term space planning initiatives in alignment with judiciary standards and policies. The supervisor works closely with judges, chambers staff, and court units to assess operational needs; directs maintenance, repair, and renovation projects; and serves as the primary liaison with the General Services Administration (GSA), contractors, and vendors. The role requires strong project management skills, sound judgment, and the ability to ensure safe, functional, and efficient workspaces that support the mission of the federal judiciary. The S&F Supervisor reports to the Chief Deputy Clerk of Administration and serves as the Court's primary space and facilities official under the direction of the Court Unit Executive (the Clerk of Court).

MINIMUM QUALIFICATIONS

Candidates must possess a high school diploma or equivalent,

with a bachelor's degree in facilities management, construction management, engineering, architecture, business administration, or a related field preferred. Candidates must possess at least three years of progressively responsible experience in facilities management, space planning, construction coordination, or building operations, along with demonstrated project management capability in areas such as scheduling, budgeting, and contractor oversight. The role requires knowledge of building systems, including HVAC, electrical, plumbing, security, and life-safety components, as well as the ability to read and interpret technical drawings, specifications, and judiciary space standards. Strong communication and interpersonal skills are essential for working effectively with judges, court staff, GSA personnel, contractors, and vendors. Proficiency with standard office technology and facilities management tools, a valid driver's license, and a commitment to professionalism, discretion, and high-quality service in a judicial environment are also required.

DUTIES and RESPONSIBILITIES

- The S&F Supervisor manages the daily operations, maintenance, and long-term planning of court facilities across the district, ensuring that all spaces remain safe, functional, and compliant with judiciary standards. The incumbent oversees building services, coordinates repairs, renovations, and tenant improvement projects, and provides responsive support to chambers and court units in identifying and addressing facility needs. Frequent travel throughout the district is required.
- As the primary liaison with GSA, contractors, architects, engineers, and vendors, the S&F supervisor ensures that all work meets contract specifications, building codes, and judiciary guidelines. The incumbent monitors building systems and preventive maintenance activities; manages project schedules and budgets; works closely with the Court's procurement staff; and ensures timely resolution of facility-related issues. Responsibilities also include maintaining comprehensive project files related to construction, space planning, furniture acquisition, and facilities management; reviewing and accepting work performed by Court and GSA consultants; and coordinating and executing Reimbursable Work Authorizations (RWAs).

ADDITIONAL REQUIREMENTS:

The successful candidate will be a personable, dependable, and highly organized professional who demonstrates the following additional qualifications:

- The ability to **communicate effectively**, exercising good judgement and tact;
- Ethical stewardship of the public's trust and confidence in the judiciary, as demonstrated through **honesty, integrity, and transparency**;
- **Leadership and Team Management Skills**, effectively supervises, mentors, and develops staff while promoting accountability, collaboration, and professional growth;
- **Customer Service Mindset**, balances compliance requirements with the needs of court units to provide timely, effective space and facility support;
- **Commitment to continuous improvement**, by using data, feedback, and best practices to improve space and facilities processes, and efficiency; and,
- **Attention to detail**, by maintaining accurate records, managing multiple projects, monitoring deadlines, and ensuring compliance with documentation requirements.

- The supervisor oversees district rent matters by monitoring rental payments for accuracy, reconciling court space data, resolving rent discrepancies with the Administrative Office of the U.S. Courts (AO) and GSA, and validating square footage assignments, classifications, and occupancy agreement changes. The incumbent plans and coordinates staff, chambers, and divisional moves; develops furniture layouts; assists with furniture and furnishings selection; and ensures all related IT requirements are addressed in collaboration with appropriate IT personnel.
- The supervisor identifies and resolves issues affecting building operations, including routine maintenance, system testing, health and safety requirements, and HVAC performance. The role includes recommending tenant alterations and cyclical maintenance projects, tracking historical replacement cycles for finishes such as carpet, paint, and wallcoverings, and reconciling overtime utility charges. The incumbent facilitates or participates in Facility Security Committee and Occupant Emergency Organization meetings and maintains a repository of security, emergency preparedness, and continuity planning documents.
- Additional duties include managing furniture inventories and moves; supporting security system installations and upgrades in coordination with the U.S. Marshals Service; maintaining databases regarding project management updates for leadership; and assisting with emergency preparedness, continuity planning, and building access protocols. The S&F supervisor provides customer focused service to judges and court staff and contributes to strategic planning for future space and operational needs across the district.

APPLICATION INSTRUCTIONS

Applicants must submit a cover letter, resume, list of professional references, and form [A078 Application for Employment in one \(1\) PDF](#) formatted document to jobbox5@vaed.uscourts.gov. Applications received by **08/24/2026** will receive priority consideration.

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 Federal Judiciary 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