



Position: Space and Facilities Coordinator – Job # USPO 16-22
Opening Date: June 30, 2016
Closing Date: July 20, 2016
Starting Salary: Up to CL26/Step 25 - \$53,925 (salary commensurate with experience)
**Transfers within the Judiciary will be considered for a salary match within the CL-26*
Location: San Antonio, Texas

POSITION OVERVIEW:

The Space and Facilities Coordinator performs and coordinates administrative, technical, and professional work related to day-to-day building management issues and projects in accordance with approved policies, procedures, and internal controls.

Ensures that court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent purchases supplies, equipment, and furnishings within a set dollar amount. In addition, they may maintain service contracts.

The successful candidate will be responsible for assisting in a full range of space and facilities activities as well as procurement functions, which may include any or all of the following duties and responsibilities.

REPRESENTATIVE DUTIES:

- Monitor, coordinate, and react to day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning), technology, structures, grounds, and security.
- Respond to space and facilities help desk calls and emails.
- Resolve problems, or interact with the General Services Administration (GSA) building manager or other appropriate individuals for problem resolution while keeping customers informed as to service status and escalating problems that are not resolved in a reasonable period to the next level.
- Monitor and oversee space and facilities project work by assessing, documenting, prioritizing, and responding to project problems, attending or participating in project or construction meetings as a representative of the Court Unit Executive.
- Schedule appointments, arrange project meetings, and maintain calendar of project status points and activities, coordinate and track project schedules and significant project checkpoints.
- Under the guidance of a Space and Facilities Administrator, evaluate and monitor contract performance to ensure compliance with contracted obligations and assist with clarifying contract requirements and resolving any conflicts.
- Serve as a technical liaison between the contractor and the contracting office and assist in the negotiation with vendors for the best price over contracted services and purchases.
- Design space and furniture plans to optimize and improve space utilization and work place efficiency.
- Maintain files related to facilities management, space planning, and space and facilities projects.
- Prepare correspondence, reports, form letters, and documents related to facilities management, space planning, space and facilities projects, and generate project status reports.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.

- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- Travel to other locations on as necessary.
- Perform other duties as assigned, which will include various administrative functions as needed.

QUALIFICATIONS:

- Knowledge of adverse effects if problems or repairs are not addressed in a timely manner.
- Basic knowledge of building systems, design, and construction processes.
- Skill in preparing requests for qualifications/proposal /quotation documents.
- Skill in purchasing materials, equipment, and supplies and ability in evaluating whether current procurement activities are meeting the needs of the customer.
- Skill in completing various forms used in the procurement process and maintaining related records.
- Skill in planning and coordinating time and delivery of purchases.
- Skill in researching and interpreting guidelines, rules, regulations, and policies related to space and facilities.
- Ability to obtain Contracting Officer Certification.
- Skill in project management.
- Skill in data management.
- Skill in organizing own work.
- Ability to assist in designing and sketching space and furniture plans.
- Ability to read construction documents and blueprints.
- Skill in resolving issues and problems in a timely manner.
- Ability to understand design and construction processes.
- Ability to follow detailed instructions and multitask.
- Ability to meet established deadlines and commitments.
- Outstanding customer service skills.
- Exceptional oral and written communication skills.
- Must be able to lift at least 50 pounds and must be available for considerable travel.

APPLICATION PROCEDURE:

Qualified candidates may apply by e-mailing a cover letter (include job title/number listed above), detailed resume, salary history, e-mail address, and a daytime phone number as a single .pdf document to:

TXWRecruitment@txwd.uscourts.gov

No late applications will be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint, credit, and background check.

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