



UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Tampa Division

**Courthouse Project Coordinator(s) – 2 Vacancies**

CL 29 \$69,780 - \$87,252 (to start)\*

**Announcement No. 18-41 Position Closes: Open Until Filled Available: Immediately**

The Courthouse Project Coordinator is responsible for coordinating the planning, designing, and construction of interior architectural/construction projects for judges and court units within the Middle District of Florida. This position reports directly to the Space & Facilities Manager.

**Representative Duties**

Provides services related to all aspects of space planning and post-occupancy troubleshooting;

- Monitors and validates all initial costs, change orders, and above standard costs. Performs cost evaluation and control at each step of the projects to ensure that budget restrictions are followed and that the projects are in compliance with stated objectives.
- Tracks all design issues and time lines;
- Prepares and presents periodic reports on status and/or funding requirements to judges and unit executives;
- Reviews all finish samples, schedules, catalog cuts, and shop drawings;
- Acts as liaison between interior contractor, furniture, carpet and furnishing vendors and the judges, clerk of court, and procurement staff to coordinate the selection of carpeting, furniture, and other furnishing for chambers and clerk's offices as needed;
- Coordinates the installation of electrical, telecommunications, automation systems, courtroom technology equipment, and security installation;
- Coordinates the acquisition and installation of sound systems with the IT Manager.
- Reviews, analyzes, and recommends space resources; creates space planning and architectural design concepts; interprets architectural drawings and specifications for user groups while maintaining compliance with design specifications, the U.S. Courts Design Guide, and any other Judiciary policy.
- Reviews and recommends space resources, creates space planning and interior architectural design concepts and works with architects, interior designers, and other court representatives regarding appropriate selection and placement of finishes, furniture and furnishings.
- Oversees furniture and workstation layouts.
- Prepares and presents periodic reports on funding, projects, or administrative issues.
- Participates in master planning, feasibility and other planning studies on space needs and procurement of such utilizing federal procurement guidelines.
- Maintains compliance with judicial guides, policies, procedures, and codes of other agencies which affect the planning, design, and construction of court activities.

### **Minimum Qualification Requirements**

Requires a minimum of five years of progressively responsible project management work experience in architectural and/or construction disciplines. Requires experience in developing design programs, reviewing construction documents and estimates, and resolving related issues from preliminary design through construction for complex architectural projects. Familiarity with courthouse or other public sector construction projects, the Federal General Services Administration regulations (GSA P-100), and the U.S. Court Design Guide is desirable. Experience with construction management and 2 years of AutoCad experience are required. A Bachelor's Degree in a related field is preferred.

### **Information for Applicants**

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 18-41, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210 **or** email a **single PDF version** to resume\_orl@flmd.uscourts.gov. Facsimilies are not accepted. The position is open until filled. Selected interviews will be scheduled as applications are reviewed. Receipt of individual applications will not be acknowledged because of the volume of applications received.

### **THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

Applicants must be a U.S. citizen or eligible to work in the United States.

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

The selected candidate will be subject to a background check as a condition of employment.

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

### **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.