

# Job Opportunity Architect/Engineer/Project Manager

Classification Level: 29

Starting Salary Range: \$72,562-\$90,728

Classification Level Salary Range: \$72,562-\$117,979

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.**

## **POSITION SUMMARY**

This position is located in Detroit, Michigan and reports directly to the Court Administrator. The Architect/Engineer/Project Manager is primarily responsible for providing design and construction supervision for all aspects that are part of a major interior repair and alteration project being undertaken to the Theodore Levin United States Courthouse. Responsibilities include, but are not limited to, project management, development, oversight, scheduling, coordination, and problem solving all aspects of the Courthouse renovation. Work is performed primarily in an office environment. Travel within and outside the district may be required. Duties may require working during non-business hours.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Perform general oversight of the project on behalf of the Court.
- Review of construction documents, specifications, shop drawings, submittals, material selections and construction schedule to ensure conformance and quality. Ensure Court requirements are met by GSA and the contractors.
- Monitor change orders to determine any impact on project completion.
- Serve as a Court liaison with GSA and attend the weekly GSA project coordination meetings with the construction team.
- Prepare CAD drawings of Court occupied spaces to assist with temporary office furniture relocations. Assist with functional requirements and coordinate the relocation of staff and chambers around the Courthouse throughout the project phases in order to continue court operations and proceedings.
- Participate in design and document reviews of mechanical upgrades and interior finish projects during various stages of development.
- Coordinate/consult with other government agency personnel and/or third party architecture/engineering firms.
- Interpret and explain to the Court all technical information and drawings submitted as part of the project.
- Provide day-to-day project management expertise including long-term plans and goals.
- Work with GSA and contractors in establishing and adjusting short and long range schedules, priorities, and deadlines for completion of project phases.
- Review schedules provided by GSA and contractors to insure there are no delays which impact on project phases or changes that alter operational characteristics of project.
- Work with Space and Facilities Coordinator and other Court Services Staff.
- Perform other related duties, as assigned.

**Announcement  
Number: 15-04**

**Posted: January 28, 2015**

**Closes: Wednesday,  
February 11, 2015**

**Location: Detroit,  
Michigan**



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 15-04 Architect

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## **QUALIFICATIONS**

Qualifications must be met at the time of application.

Required: Minimum of a Bachelor's Degree from an accredited college or university in architecture, industrial design or engineering with at least five years of technical work experience in their respective field of expertise (such as architecture, engineering, project management and or construction management) providing design and construction supervision for all aspects that are part of a major interior repair and alteration project. Experience must include project management, development, oversight, scheduling, coordination, and problem solving all aspects of a building renovation. Ability to prepare CAD drawings is required.

Preferred: Current appropriate and valid license is preferred. Experience working on federal projects, preferably courthouses, and a demonstrated familiarity with the organization, regulations and staffing of the General Services Administration is highly preferred.

## **PROCEDURES FOR APPLYING**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Only those applicants selected for an interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*More than the advertised number of positions may be filled with this announcement.*