



Conrad B. Duberstein Courthouse  
271 Cadman Plaza East, Suite 1595  
Brooklyn, NY 11201-1800

U.S. Bankruptcy Court  
Eastern District of New York  
Office of the Clerk

[www.nyeb.uscourts.gov](http://www.nyeb.uscourts.gov)



Long Island Federal Courthouse  
290 Federal Plaza  
Central Islip, NY 11722

Vacancy Announcement FY12/01

**POSITION:** Senior Project Architect

**TEMPORARY:** Full-time temporary position currently funded through 09/30/2012. One year additional extension contingent upon availability of funding.

**DATE:** November 16, 2011

**SALARY:** CL29/01 - CL29/25  
\$73,785 - \$92,259 depending on work experience

**CLOSING:** Until filled - First Review November 28, 2011

**DUTY STATION:** Brooklyn, New York

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**Job Summary**

The Senior Project Architect for the United States Bankruptcy Court for the Eastern District of New York is primarily responsible for providing construction supervision for a Major Exterior Repair & Alteration Project being undertaken to the Conrad B. Duberstein U.S. Bankruptcy Courthouse. Secondary responsibilities include assistance in planning, coordinating and implementing additional design and construction projects within the Duberstein Courthouse. This position is located in the Office of the Clerk of Court, and reports directly to the Clerk of Court.

**Representative Duties:**

- Oversee the construction of a major Exterior Repair & Alteration Project on behalf of the Court and provide services related to all aspects of the renovation project. Have a familiarity with work to/in historic structures.
- Review the construction documents, specifications, shop drawings, submittals, material selections and construction schedule to ensure conformance and quality. Ensure Court requirements are met by the General Services Administration (GSA) and the contractors.
- Monitor change orders to determine any impact on project completion.
- Serve as liaison with GSA and attend the weekly GSA project coordination meetings with the construction team.

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- Prepare CAD drawings of court occupied spaces to be used in conjunction with temporary office furniture relocations. Translate functional requirements into a space needs plan and coordinate the relocation of staff and chambers around the courthouse throughout the project's phases in order to continue court operations and proceedings.
- Participate in design and document reviews of additional mechanical upgrade and interior finish projects during various stages of development.
- Coordinate with other governmental agency personnel and/or third party architectural/engineering firms.
- Have an understanding of LEED and Green Building design.
- Responsible for monitoring GSA's ePM computer database as it relates to the Major Exterior Repair & Alteration Project and additional ARRA facility upgrades.
- Responsible for managing the EDNY US Bankruptcy Court space management program as it pertains to future space alterations.
- Liaise with the Second Circuit ACE for Space & Facilities and the Circuit Executive's staff regarding various EDNY US Bankruptcy Court construction project updates.
- Interpret and explain to the court all technical information and drawings submitted as a 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.
- Monitor, evaluate and inspect all construction work on behalf of the Court.
- 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.
- Perform other duties as assigned.

## **Project Management:**

- General knowledge of all aspects of architecture pertaining to the courts.
- Knowledgeable at analyzing the Court's existing space, both the exterior façade design and the interior space. Precise skill in designing, renovating, and altering significant structures as well as following them through construction.
- Ability to use pertinent aspects of the construction industry, engineering, and the physical sciences related to the design and construction of new or improvement of existing buildings.
- Skill in reviewing and analyzing construction documents and resolving issues from preliminary design through construction.

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- Skill in cost evaluation and control to ensure projects adhere to funding restrictions, policy standards, and deadlines.
- Ability to manage and coordinate a range of projects at various stages of construction and within tight deadlines.

## **Court Operations Management:**

- Excellent project management skills: Ability to coordinate a large project with many critical details. Ability to develop creative design solutions based on specific functional requirements of users within policy design standards and funding restrictions.
- Ability to provide recommendations and planning on day-to-day project management expertise including long-term plans and goals with regards to space and facilities for the Clerk's Office.
- Provides strategic planning for space and facilities for the Clerk's Office and coordinates strategic planning with other potential federal judiciary agencies and tenants of the Courthouse construction project.
- Highly skilled in analyzing, addressing and resolving extremely complex, multifaceted and sensitive issues.

## **Judgment and Ethics:**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.

## **Written and Oral Communication/Interaction**

Skill in communicating effectively (orally and in writing) with Judges, court administrators and court staff, Second Circuit ACE for Space and Facilities, the General Services Administration, other federal agencies, contractors, and vendors to facilitate the successful completion of court construction projects.

## **Information Technology and Automation**

Skill in the use of word processing software such as WordPerfect or Word, and proficiency with software used for computer assisted drawings.

## **Specialized Experience**

Preferred - a minimum of ten years specialized experience related to the duties described above. The work requires effective oral and written communication, organizational and interpersonal skills. Proficiency with AUTOCAD is required. Barch or March is preferred.

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## **Internal Interactions**

The primary internal judiciary contacts are the Judges, Clerk of Court, Chief Deputy Clerk, Second Circuit ACE for Space and Facilities and a variety of court or court-related administrators to collaborate on the functional and budgetary requirements of courthouse renovation projects, to proffer professional recommendations and analyses, resolve technical issues, and provide status reports on projects. Contacts also include chambers, operations and administrative staff of the court who are impacted by the building projects. The primary external contacts are GSA administrators, architects, engineers, contractors and vendors to exchange information and resolve technical issues related to design and construction.

## **Personnel Security Clearance**

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position.

## **Excepted Appointments**

Employees under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees such as accrued paid vacation days based on length of service and enjoy ten paid national holidays during the year. Participation in pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts. Participation in a retirement program along with investment opportunities through the Thrift Savings Plan (similar to a 401K). Position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

## **Application Process**

Qualified candidates must submit a cover letter with resume and salary history with three (3) business references, which should include reference Name, Title, Business Address and Phone Number to: U.S. Bankruptcy Court, Attention: Human Resources Specialist FY12/01, 271 Cadman Plaza, Suite 1595, Brooklyn, NY 11201. Phone calls will not be accepted.

**The U.S. Bankruptcy Court is an Equal Opportunity Employer**