

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK**



DATE: December 7, 2015  
POSITION: Facilities Manager  
LOCATION: District Executive's Office, New York, New York  
CLASS LEVEL: CL 28/1-CL29/61  
SALARY RANGE: \$63,297-\$122,381  
(commensurate with experience, qualifications and education)  
CLOSING DATE: December 21, 2015  
VACANCY NO: DE 16-02

**DUTIES AND RESPONSIBILITIES:** The main function of the Facilities Manager is to assure the effective functioning of the Court facilities to provide an efficient and safe working environment for employees and visitors. The position will serve as a liaison to the General Services Administration and building maintenance staff to develop and implement a facility management program including preventive maintenance and life-cycle requirements. Additional duties include but are not limited to: conduct and document regular facilities inspections; ensure compliance with health and safety standards; implement best practice processes to increase efficiency; monitor efficient facility management staffing levels; manage and review service contracts to assure facility management needs are being met; develop and implement cost reduction initiatives; and coordinate maintenance and repair of facilities and equipment.

**REQUIRED QUALIFICATIONS:** A Bachelors degree in Facilities Management, Facilities Engineering or related qualification such as project management, business management or construction management. A working knowledge of principles and practices of project management; a working knowledge of building management systems; sound knowledge of health, safety and environmental regulations; at least two (2) years experience in managing or supervising building operations, construction and maintenance including financial principles and practices; and a working knowledge of procurement and contracts. The incumbent must also meet the qualification standards applicable to positions for the highest level of work effectively supervised, and have at least one year of experience at or equivalent to the next level below the level of the position for which the individual is being considered.

**APPLICATION PROCEDURE:** Please submit your resume and cover letter to:

United States District Court  
District Executive's Office  
500 Pearl Street, Room 820  
New York, New York 10007  
OR  
[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

**THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK. THIS  
POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.**

**APPLICANTS MUST BE UNITED STATES CITIZENS.**

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**