

Project Manager

GENERAL SERVICES ADMINISTRATION

Public Buildings Service

Open & closing dates

🕒 06/06/2019 to 06/24/2019

Pay scale & grade

GS 7 - 9

Appointment type

Permanent

Service

Excepted

Salary

\$42,053 to \$81,135 per year

Work schedule

Full-Time

Locations

Many vacancies in the following locations:

Birmingham, AL

Los Angeles, CA

Oakland, CA

San Diego, CA

San Francisco, CA

Lakewood, CO

Tampa, FL

Atlanta, GA

Charlotte, NC

Nashville, TN

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



Recent graduates

Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

Clarification from the agency

Recent Graduates: If you completed a qualifying degree within the previous two years, you may apply. If you are a veteran who was prevented from applying during the 2-year period due to your military service, you may apply if your degree was completed within the last 6 years. Enrolled students: If you will complete your degree requirements by August 30, 2019, you may apply.

Announcement number

1912211CLOTR

Control number

535745200

Duties

Summary

We are looking for students and recent grads to hire into our entry level program. This is a one-year program that facilitates the college-to-career transition by providing opportunities in a variety of career tracks. As a participant, you will:

- Participate in work experiences, training, networking, and developmental opportunities designed to build technical and leadership skills; and
- Develop a broad knowledge of the agency and its core functions.

Responsibilities

- Developing project schedules and activities in support of project requirements and developing cost and financial documentation for assigned projects.
- Coordinating development of project activities and obtaining final commitment on final schedules and plans.
- Participating in procurement planning for projects.
- Negotiating contract specifications and design changes.
- Monitoring project reviews, readjusting funds, schedules, scopes of work for assigned projects.
- Participating and conducting formal and informal presentations, briefings or necessary customer interactions on all aspects of projects.
- Performing technical duties necessary for the management on on-site construction, renovation and repair projects.
- Developing cost estimates for design and/or construction work that needs to be contracted out.

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

No

Promotion Potential

12

Job family (Series)

[1101 General Business And Industry](#)

(<https://www.usajobs.gov/Search/?j=1101>).

Requirements

Conditions Of Employment

US Citizenship or National (Residents of American Samoa and Swains Island)
 Complete the initial online assessment and USAHire Assessment, if required
 Register with the Selective Service, if you are a male born after 12/31/1959

If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a Schedule A, Schedule C, or non-career SES political appointee
- Serve a one year trial period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level)H
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

Qualifications

For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](https://www.youtube.com/watch?v=8YX7o1PBoFk)
[. \(https://www.youtube.com/watch?v=8YX7o1PBoFk\)](https://www.youtube.com/watch?v=8YX7o1PBoFk)

The salary range differs based on location. Salary ranges can be viewed [here](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/general-schedule/)
[. \(https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/general-schedule/\)](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/general-schedule/)

. If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify at the **GS-7** level, you must meet one of the following:

A. **SPECIALIZED EXPERIENCE:** One year of specialized experience equivalent to the GS-5 level in the Federal service. Specialized experience is defined assisting with project management for construction and repair and alteration projects for commercial buildings. Such experience must include:

- assisting with the preparation of project plans;
- monitoring project expenses and funding for projects;
- applying procurement practices and techniques;
- participating as a project team member;
- participating in contract negotiations and monitoring contractor performance **OR**

B. **EDUCATION:** One full year of graduate level education or a master's or higher degree, e.g., LL.B., J.D., LL.M., Ph.D., in a field that provided the knowledge, skills and abilities necessary to perform the work of an Project Manager **OR**

C. **Superior Academic Achievement (SAA)** at the baccalaureate level is fully qualifying at the GS-7 level. To claim SAA, submit documentation of one of the following:

1. **Class standing** -- You must be in the upper third of your graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. **Grade-point average** (rounded to one decimal point) of: (a) **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on your official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of your curriculum; **OR** (b) **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in your major field or the required courses in your major field completed during your final 2 years of the curriculum.
3. **Election to membership in a national scholastic honor society** in one of the national scholastic honor societies listed by the [Association of College Honor Societies](#)

<http://www.achsnaatl.org/search.asp>

D. A combination of specialized experience and graduate level education as described in "A" and "B" above that, when combined, fulfills the requirements.

To qualify at the **GS-9** level, you must meet one of the following:

A. **SPECIALIZED EXPERIENCE:** One year of specialized experience equivalent to the GS-7 level in the Federal service. Specialized experience is experience utilizing project management practices and tools to assist with managing portions of construction and/or repair and alteration projects in a real estate environment. This experience must include assisting with:

- Managing portions of projects (balancing scope/quality, schedule and budget) requiring the services of at least two disciplines (i.e., construction, design, IT, telecommunications, interior furnishings, etc.) from project planning phase through financial closeout;
- Interpreting customer needs;
- Coordinating project plans, budgets, and schedules;
- Coordinating decisions with stakeholders;
- Managing contracts supporting assigned projects; and
- Participating in negotiations regarding sound real estate business transactions **OR**

B. **EDUCATION:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such as degree or LL.B. or J.D., if related **OR**

C. A combination of specialized experience and graduate level (beyond the bachelor's degree) education as described in "A" and "B" above that, when combined, fulfills the requirements.

Education

Additional information

Bargaining Unit Status: Varies by location

If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

Relocation-related expenses are not approved and will be your responsibility.

Reasonable Accommodation Requests: If you believe you have a disability (i.e., physical or mental), covered by the Rehabilitation Act of 1973 as amended and Americans with Disabilities Act 1990 as amended, that would interfere with completing the USA Hire Competency Based Assessments, you will be granted the opportunity to request a reasonable accommodation in your online application. Requests for Reasonable Accommodations for the USA Hire Competency Based Assessments and appropriate supporting documentation for Reasonable Accommodation must be received prior to starting the USA Hire Competency Based Assessments. Decisions on requests for Reasonable Accommodations are made on a case-by-case basis. If you meet the minimum qualifications of the position, after notification of the adjudication of your request, you will receive an email invitation to complete the USA Hire Competency Based Assessments. You must complete all assessments within 48 hours of receiving the URL to access the USA Hire Competency Based Assessments, if you received the link after the close of the announcement. To determine if you need a Reasonable Accommodation, please review the Procedures for Requesting a Reasonable Accommodation for Online Assessments [here](https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire) (https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire)

If you are selected, you will participate in a developmental program. You will be given assignments and training to prepare you to be successful in the position.

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

How You Will Be Evaluated

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. We will use a method called Category Rating to assess your application. Here's how it will work:

- Your qualifications will be evaluated based on your application materials (e.g., resume, supporting documents), the responses you provide on the application questionnaire, and the result of the online assessments required for this position. You will be

assessed on the following competencies (knowledge, skills, abilities and other characteristics): Attention to Detail; Customer Service; Flexibility; Integrity/Honesty; Interpersonal Skills; Self-Management; Stress Tolerance; Teamwork; Reading; and Reasoning.

- In order to be considered for this position, you must complete all required steps in the process. In addition to the application and application questionnaire, this position requires an online assessment. The online assessment measures critical general competencies required to perform the job.
- Your answers to the questions will be used to place you in one of three categories: Best Qualified, Well Qualified, or Qualified.
- Within each category, veterans will receive selection priority over non-veterans.

Background checks and security clearance

Security clearance

[Other](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Drug test required

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

(.)

Trust determination process

[Credentialing](#)

(.)

Required Documents

ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

If you are claiming veterans preference:

(a) Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.

(b) If you are claiming 10-point preference, submit both of the following in addition to the DD-214: **(1)** completed SF-15 form; and **(2)** proof of your entitlement (refer to SF-15 for complete list).

- **If you are active duty military-** Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).

College transcripts: Your transcripts must show 1, 2, and 3:

1. Proof of recent graduate status (within past 2 years or on track to graduate by August 30, 2019; or within past 6 years if you were prevented from applying due to your military service)
2. Name of your college or university
3. Date your degree was awarded

If you are **currently** pursuing a graduate degree, but you are claiming Recent Graduate eligibility based on a previous degree, you must also include those transcripts.

If selected, an official transcript will be required prior to appointment.

Superior Academic Achievement: Submit transcripts as described above. If you qualify based on your class rank or honor society membership, submit documentation of it.

Reasonable Accommodation Request: If you are requesting a reasonable accommodation request to the USA Hire Competency Based Assessments, submit documentation to support your request, including the Reasonable Accommodation Request Form found [here](#)

[\(https://help.usastaffing.gov/Apply/images/9/95/USAHireAccommodationRequestForm_03.09.18.pdf\)](https://help.usastaffing.gov/Apply/images/9/95/USAHireAccommodationRequestForm_03.09.18.pdf)

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#)

(<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

http://www.opm.gov/insure/federal_employ/index.asp

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

Please read the entire announcement and all the instructions before you begin an application. To apply for this position, you must complete the initial online application, to include the initial online assessment and submission of the required documentation specified in the Required Documents section below. The complete application package must be submitted by 11:59 PM (ET) on the closing date of the announcement to receive consideration.

The application process is as follows:

1. To begin the application process, click the **Apply Online** button.
2. Answer the questions presented in the application and attach all necessary supporting documentation.
3. Click the **Submit Application** button prior to 11:59PM (ET) on the announcement closing date.
4. After submitting an online application, you will be notified whether or not you are required to take additional online assessments through the USA Hire Competency Based Assessment system. This message will be delivered to you both on screen and via email notification.
5. If you are asked to take the USA Hire Competency Based Assessments, you will be presented with a unique URL to access the USA Hire system. Access to USA Hire is granted through your USAJOBS login credentials. Be sure to review all instructions prior to beginning your USA Hire Assessments. Click [here](https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements)
(https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_System_Requirements)
for Computer System Requirements
6. Note, set aside at least 3 hours to take these assessments; however, most applicants complete the assessments in less time. If you need to stop the assessments and continue at a later time, you can re-use the URL sent to you via email and also found on the **Additional Application Information** page that can be located in the application record in your USAJOBS account.

To update your application, including supporting documentation, at any time during the announcement open period, return to your [USAJOBS account](https://my.usajobs.gov/Account/Login)
(<https://my.usajobs.gov/Account/Login>)

. There you will find a record of your application, the application status, and an option to **Update Application**. This option will no longer be available once the announcement has closed.

To verify the status of your application both during and after the announcement open period, log into your [USAJOBS account](https://my.usajobs.gov/Account/Login)
(<https://my.usajobs.gov/Account/Login>)

. All of your applications will appear on the **Welcome** page. The application record in your USAJOBS account provides an **Additional Application Information** page that provides information regarding the documentation you submitted and any correspondence we have sent related to this application. The **Application Status** will appear along with the date your application was last updated. For information on what each Application Status means, click [here](https://www.usajobs.gov/Help/how-to/application/status/)
(<https://www.usajobs.gov/Help/how-to/application/status/>)

Agency contact information

 Carolyn Lammering

Phone

[\(816\) 823-1678](tel:(816)823-1678)
([tel:\(816\) 823-1678](tel:(816)823-1678))

Email

carolyn.lammering@gsa.gov
(<mailto:carolyn.lammering@gsa.gov>)

[Learn more about this agency.](#)
([#agency-modal-trigger](#))

Address

Public Buildings Service
1800 F Street NW
Washington, DC 20405
US

GSA has been repeatedly named as one of the '[Best Places to Work](http://bestplacestowork.org/BPTW/rankings/overall/mid)
(<http://bestplacestowork.org/BPTW/rankings/overall/mid>)
' in the Federal Government'. [LEARN MORE](https://www.gsa.gov/about-us/careers-at-gsa/why-work-at-gsa)
(<https://www.gsa.gov/about-us/careers-at-gsa/why-work-at-gsa>)
about why you should choose GSA.

We are currently filling multiple vacancies in multiple locations.

Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

Visit our careers page

Learn more about what it's like to work at Public Buildings Service, what the agency does, and about the types of careers this agency offers.

<http://www.gsa.gov/portal/category/26570/>
(<http://www.gsa.gov/portal/category/26570/>)

Next steps

Based on your application and your responses to the application questionnaire, you may be presented with instructions on how to access the USA Hire system to complete the online assessments. The online assessments must be completed within 48 hours following the close of this announcement. You will have the opportunity to request a testing accommodation for the assessment should you have a disability covered under the Americans with Disabilities Act (ADA).

Your assessment results will be kept on record for one year and used toward future positions for which you might apply that require the same assessments.

Thank you for your interest in working for U.S. General Services Administration!

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>).
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).