



SUPERINTENDENT, SENATE OFFICE BUILDINGS ARCHITECT OF THE CAPITOL

Client

The Architect of the Capitol (AOC) is proud to be ranked as one of the Best Places to Work in the Federal Government. Their employees are passionate about AOC's mission to serve Congress, the Supreme Court, and the visiting public. AOC, a legislative branch agency of approximately 2500 employees, is the recognized authority on the preservation, maintenance and construction of the world's most iconic treasures and buildings on Capitol Hill. Tracing its beginnings to the laying of the Capitol cornerstone in 1793, the AOC is responsible for the operations and care of more than 18.4 million square feet of facilities, 570 acres of grounds and thousands of works of art. The Capitol campus is home to 30,000 daily occupants and hosts more than 3 million visitors annually. For more information, please see www.aoc.gov.

Position Summary

The Architect of the Capitol's (AOC) Senate Office Buildings (SOB) jurisdiction is responsible for the operation, maintenance, and preservation of more than 3 million square feet of facility space, including the Hart, Dirksen and Russell office buildings, underground garages, annexes, and subways. With oversight for daily domestic care, repairs and maintenance at these facilities, the jurisdiction also performs client services, preventive maintenance, building inspection surveys, compliance issues, abatement, energy savings initiatives and safety inspections. The use of office and committee space for the staff of the U.S. Senate and the biennial office move process for Senate members fall under the duties of this jurisdiction.

The Superintendent is responsible for the leadership, supervision, and direction of the architectural, structural, mechanical, electrical and elevator operations and maintenance of the complex of SOBs. The incumbent manages a workforce of approximately 500 employees performing a full range of operational, maintenance and project related activities.

Responsibilities

- Provides leadership and expert guidance, advice and recommendations to the Chief Operating Officer and the Architect of the Capitol on problems and critical matters pertaining to the SOB operations and programs.
- Exercises direct management, administrative and program oversight for the operations of electrical, elevator, subway, air conditioning, painting, inventory management, sheet metal,

plumbing and pipefitting, wood crafting, masonry, engineering, utilities management, building operations, labor and custodial services, energy conservation, life safety programs and systems, capital construction, renovation programs and preventive maintenance programs.

- Reviews and approves multiyear and longer-range work plans developed by the managers and supervisors of subordinate organizational units and manages the overall work to enhance achievement of SOB goals and objectives.
- Serves as principal liaison between the Architect, the Chief Operating Officer, the Senate Committee on Rules and Administration, Committee Chairs, and other Senators to consider and act on unusual service requests. Meets with Senators, their staff and other building occupants affected by construction, remodeling, renovation, relocation projects, temporary services discontinuation, or other inconveniences.
- Serves as a senior engineer in coordinating and integrating the planning, programming, development, oversight, scheduling, and overall management of resources for maintenance and multi-phase construction projects. Formulates a master plan to forecast the work necessary to ensure the future care of SOB facilities.
- Develops a five-year strategic operations plan that includes a comprehensive mission statement covering the major functions and operations.
- Directs the preparation of annual budget requests and end-of-fiscal-year reports. Appears with the Architect and other staff members before the Senate Committee on Appropriations to testify in justification of such estimates.
- Brings about strategic change, both within and outside the organization, to meet organizational goals. Provides an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Manages human, financial and information resources strategically. Builds coalitions internally and with other organizations and stakeholders to achieve common goals.
- Manages and technically directs contract administration activities relevant to the SOB.

Qualifications

Candidates must develop a resume not to exceed 5 pages. Within the resume, candidates must demonstrate evidence of progressively responsible leadership experience that is directly related to the skills and abilities outlined in the Executive Core Qualifications (ECQs) and Professional/Technical Qualifications (PTQs) listed below. Failure to meet or address any of the ECQs and/or PTQs will eliminate you from further consideration, and information in excess of 5 pages will not be considered.

Executive Core Qualifications (ECQs)

You must address the ECQs in your resume. Do not address the ECQs in separate narrative statements. Your resume should emphasize your level of responsibility, scope, and complexity of programs managed, program accomplishments, policy initiatives undertaken and the results of your actions.

ECQ 1 - LEADING CHANGE: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial and information resources strategically.

ECQ 5 - BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Professional/Technical Qualification (PTQs)

Candidates must show evidence of each PTQ in their resume by citing specific examples that address relevant experience and accomplishments detailing the level of responsibility, scope and complexity of work performed.

PTQ 1: Facilities Management Services: Demonstrated leadership and managerial level experience delivering facilities management services with a workforce comprised of variety of skills and trades including the operation of air conditioning, electrical, elevator, fire/electronics, masonry, painting and refinishing, plumbing, sheet metal, mechanical, and landscaping design and maintenance.

PTQ 2: Facilities Operation Programs: Comprehensive knowledge of, and demonstrated skill in, formulating and executing facilities operation programs of complex of large buildings or monumental facilities to include budget development, strategic and project planning, and execution.

Location: Washington, DC

Education: Bachelor's Degree in Architecture or Engineering from an accredited college or university; Advanced degree preferred.

Compensation: Up to \$197,300; Position is eligible for performance bonus, recruitment incentive and relocation assistance.

EEO: The Architect of the Capitol is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, genetic information and/or disability. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Additional: U.S. Citizenship required. The selected candidate will be required to obtain and maintain a Top-Secret security clearance. The Superintendent serves at the pleasure of the AOC.

How to apply: Please submit your resume (not to exceed 5 pages) via USAJOBS by **11:59 p.m. (ET) on June 1, 2020**. The vacancy announcement is SOB-2020-078.

Contact:

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JDG Associates, established in 1973, is a leading provider of executive recruiting services to federal/state/local government, non-profit organizations, trade associations, Fortune 1000 corporations, and a broad array of government contractors.