



JOB TITLE	Facility Construction Project Manager
AGENCY	Commander, Navy Installations Command
BRANCH	Facilities & Acquisitions, N944
JOB ANNOUNCEMENT NUMBER	14/10/15017
SALARY RANGE	\$65,000.00 to \$80,000.00 / Per Year
OPENING DATE	Tuesday, October 21, 2014
CLOSING DATE	Tuesday, November 04, 2014
SERIES & GRADE	NF-0808-04
POSITION INFORMATION	Full-Time Term appointment; Minimum 3 Years, not to exceed 5 Years
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Millington, TN
WHO MAY APPLY	Local Commuting Area

JOB SUMMARY:

Commander, Navy Installations Command (CNIC) offers innovative, exciting and meaningful careers linking military and civilian talents to achieve our mission and safeguard our freedoms. CNIC provides competitive salaries, comprehensive benefits, and extensive professional development and training.

The mission of the Fleet and Family Readiness (FFR) Programs is to maximize the physical, emotional and social development of the fleet, fighter and family. FFR enables a ready Navy force through is Fleet Readiness, Family Readiness, and Housing Programs. We provide direct and support services to all non-appropriated fund (NAF) employees who work for Morale, Welfare and Recreation (MWR), Child and Youth Programs (CYP), Navy Gateway Inns & Suites (NGIS), and Bachelor Housing (BH) throughout the Fleet and Family Readiness Program worldwide.

This position is located in the Facility Section, Facilities and Acquisition Branch, FFR Service Center, CNIC, Millington, TN. The mission of the Facility Section is to administer the Navy-wide program for the planning, project nomination, programming, design, construction, repair, renovation, alteration, conversion, and maintenance of FFR facilities by providing technical and professional guidance in the conceptual design, specification, layout planning and construction of FFR facilities. This position will serve as a Construction Project Manager and Design Manager that will support world-wide FFR activities in the Navy system along with providing support to Fleet and Family Support, Media & Resource, Child and Youth Programs (CYP), Community Support, Lodging, Recreation and business-based activities.

DUTIES AND RESPONSIBILITIES:

Assigned the primary responsibility for managing the design and construction for the Navy FFR's recreational facilities (golf club houses, golf course renovation/irrigation, marinas, car washes, lodging facilities, cottages, RV Parks, youth centers, etc.) including new construction and renovation or conversion of existing facilities. Plans, organizes, coordinates and executes the many complex tasks which management of the planning, design and construction of these facilities entails.

Facilitates the Project Validation Assessment (PVA) team's site assessments to determine program user needs/facility demands, estimation of competition and operational analysis. This may also include evaluations of existing facilities, physical condition, functional adequacy, compliance with applicable safety, health, handicap (ADA & UFAS) regulations for the feasibility of conversion or rehabilitation of existing facilities to meet user needs. The site visit includes validation of planning status and executability of proposed projects. The incumbent also critically reviews the PVA draft and final reports.

Develops knowledge base of acquisition methodologies currently in use within industry and government to improve the efficiency and cost-effectiveness of the Navy FFR capitalization efforts. Particular emphasis is on development of the design/build process and the preparation of documents to support that process.

Develops the Project Acquisition Plan (PAP) for each assigned project. Identifies and organizes the activities, responsibilities and support required to implement the delivery of the assigned projects.

Develops and monitors master and detailed project schedules; develops and monitors master and detailed budgets for construction, design services, construction management services, other support services and collateral equipment. Prepares purchase requests and independent government estimates for construction, renovation, contract modifications, task orders and delivery orders. Works closely with contracting officers to ensure procurement integrity and separation of functions between Project Management and Contracting.

Identifies requirements and assists with the negotiation for procurement of contract architect/engineer (A/E) and construction oversight and other professional consultant services for assigned projects. Assures compliance with contractual requirements related to the scope of services, schedule, budgeting and performance time requirements. Provides certification for receipt of construction payments, A/E payments and validates contractor submitted change orders.

Oversees the development and maintenance of project files and records, insuring that project activities are adequately documented and that files are well maintained and organized.

Understands and corresponds with the activity public works on the full range of planning issues that impact the executability of projects in order to resolve issues at the earliest possible time, enabling adequate control of costs at the programming level, prior to actual execution.

Works with various program managers and other professional staff within the organizational structure to develop and review project requirements and solutions necessary for the successful design and construction of the Navy's recreational facilities.

Develops design problem statements, adjacency matrices/bubble diagrams, conceptual, schematic and architectural plans/specifications for programmed, planned and projected facility requirements. Provides continuing review of FFR projects during all phases of planning, programming and design.

Coordinates and applies Department of Defense (DOD), Naval Facilities Command (NAVFAC), CNIC and FFR non-appropriated fund (NAF) and appropriated fund (APF) regulations, instructions, and policies in the planning, design and execution of projects.

Reviews A/E submissions, specifications and cost estimates involving new construction, repair, renovation, alteration and expansion of facilities.

Coordinates A/E design development with commercial A/E firms, NAVFAC, other DOD agencies, other governmental agencies and Navy commands.

Initiates drafts and staffs formal correspondence, reports, trip reports, memoranda, and messages concerning facility projects, review comments, recommendations, planning issues, facilities criteria, basis for design and other related design topics/profiles using Navy correspondence procedures and instructions provided in the NIC Correspondence Manual.

Develops, reviews and conducts on-site FFR master plans at naval installations within the region and coordinates those plans with Regional Shore Infrastructure Plans (RSIP)/ installation Master Plans and Capital Improvement Plans (CIP).

Reviews technical planning documents, project documentation and project status reports.

Renders on-site facility planning and design assistance, including, but not limited to, provision of concept sketches and AutoCAD drawings with design alternatives, product/ finish recommendations and project nomination/execution guidance.

Develops facility design guides and detailed execution guidance (do and don't do lists/Planning and Design Guidance) for FFR facilities. Incumbent may also participate in the development of Unified Facilities criteria (UFC) for various FFR facilities.

Develops and maintains technical information and product specifications, and helps maintain an accurate updated electronic resource reference library used in conjunction with facility design and construction. Recommends products and solutions to FFR Departments for local execution.

Monitors, reviews and evaluates architectural and construction industry planning and design developments/specifications associated with media & resource, mission essential, CYP, community support, lodging and business-based activity facilities.

Conducts FFR facility planning and design training seminars for CNIC staff members, public works, and naval installation personnel with interest or responsibilities associated with FFR programs.

Prepares professional articles for publication in CNIC, Navy and commercial/professional newsletters or journals that will contribute to greater awareness of FFR facility planning and design.

Implements the administrative policies incorporated within the Navy's FFR Program into mission essential, community support, lodging and business-based activity facility planning and design concepts. Maintains the ability to apply policies and instructions through direct management of CNIC/regional projects requiring execution coordination with all applicable agencies.

Monitors and evaluates the performance of all project related activities and leads the review of the architectural and engineering submittals developed for the projects.

QUALIFICATIONS REQUIRED:

Knowledge of the operations, design and management of Fleet & Family Support, Media & Resources, Mission Essential, CYP, Community Support, Lodging and Business-based Activity facilities.

A professional design background is required through the completion of a baccalaureate degree from an accredited college or university with a full 4-year major course of study in the field of architecture; or related field that included 60 semester hours of course work in architecture or related disciplines of which at least (1) 30 semester hours were in architectural design, and (2) 6 semester hours were in each of the following: structural technology, properties of materials and methods of construction, and environmental control systems. A combination of education and experience may be substituted for an architect degree by possessing a degree in architectural engineering and one year of experience in an architect's office or in architectural work for each year short of graduation from a program of study in architecture (i.e., in the absence of college courses, 5 years of such experience is required).

A minimum of three years-specialized professional experience is required. Practical experience in the design, operation and administration of military, public, private and/or commercial recreation programs is required.

Current knowledge is required of environmental and economic considerations along with industry trends in recreation, community support and business activity facilities.

Ability to become familiar with the organization, structure and operation methods of the U. S. Navy and the policy structure within which it operates is essential. Incumbent must become thoroughly knowledgeable with the guiding instruction and directives, which govern facilities programs and the use of both NAF and APF.

TRAVEL REQUIRED

Up to 60% of the time

RELOCATION

Not authorized.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. We utilize E-Verify to confirm selectee's eligibility to work in the United States. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodations should email their request to MILL_MWR_Recruitment@navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED:

Using the qualifications of the positions, a predetermined Ranking and Rating Criteria of knowledge, skills and abilities will be used for each application.

BENEFITS:

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan). You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY:

Send your resume via email to: MILL_MWR_Recruitment@Navy.mil

Or mail to: CNIC, Fleet Family Readiness (FFR) Division (N941), 5720 Integrity Drive, Millington, TN 38055-6530

Please visit our webpage at <http://www.navy.mwr.org/jobs> to find a sample resume format and information on Military Spouse Preference. If you are claiming Veteran's Preference, please submit a copy of your DD214.

Please direct inquiries to: MILL_MWR_Recruitment@Navy.mil

REQUIRED DOCUMENTS:

- Resume
- Proof of Education (if applicable to position requirements)
- Any other supporting documentation
 - DD-214 if claiming Veteran's Preference

AGENCY CONTACT INFO:

Commander Navy Installation Command
Phone: (855) 271-4616
Email: MILL_MWR_RECRUITMENT@NAVY.MIL

Commander, Navy Installations Command
CNIC HQ NAF Human Resources N941
5720 Integrity Drive
Millington, TN 38055-6530

WHAT TO EXPECT NEXT:

All applicants will be notified regarding their status. Applicants will either be contacted for an interview or sent an email of non-selection 4-6 weeks after the announcement closing date. If selected for an interview, applicants can expect to be contacted 1-3 weeks after their interview with a position offer or notification of non-selection.