



Department of ADMINISTRATIVE SERVICES Job Postings



Department of Administrative Services

Division of Construction Services

Job Title: Construction Services (CS) Assistant Project Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Job Posting No: 4355
Hours: 7AM – 3PM (35 hours per week)
Salary: \$67,973 - \$93,237 (ES 26)
Closing Date: December 4, 2015

Eligibility Requirement: The examination requirement for this Construction Services Assistant Project Manager position is waived.

Examples of Duties: Acts as a technical assistant to a Construction Services Supervisor (Project Management) or Construction Services Project Manager in review of complex construction plans, drawings, specifications and change orders for completeness, accuracy and consistency with contract documents, codes and agency or statutory requirements; participates in electrical, mechanical, structural, civil or telecommunications projects; consults with project managers, supervising project managers, consultants, engineers and other design reviewers during design stage of new projects or proposed alterations to existing facilities; performs specialized duties in coordinating general construction, electrical, structural, HVAC and plumbing inspectors in respective phases of building construction; researches acceptability of products, systems, design and new technology; provides advisory services to staff regarding code applications and resolution of field problems; audits and approves monthly requisitions for work completed; verifies architect change recommendations; advises supervisors regarding job conditions, deviations from contract documents, potential delays and claims or conditions with potential for litigation and/or arbitration and makes recommendations for resolution; may conduct inspections of new or existing buildings, additions and renovations during construction or upon completion for compliance to codes; may represent project managers at job meetings; may prepare and maintain construction records and reports; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of principles, practices and methods of architectural or engineering design, building design and design aspects of building modification and construction; considerable knowledge of project management; knowledge of building materials and codes; knowledge of contractual documentation; considerable oral and written communication skills; considerable ability to read and interpret construction drawings.

General Experience: Seven (7) years of experience in the design, construction, leasing and/or management of commercial, industrial or institutional building projects involving any combination of the following: architectural or engineering design or review, construction supervision, leasing, facilities management or project management.

Special Experience: Two (2) years of the General Experience must have included responsibility for contract or change order negotiations and/or coordination of architectural, engineering, code review, cost review, equipment and physical operations.

Substitutions Allowed:

1. College training in architecture, engineering or construction management may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in architecture, engineering or construction management may be substituted for one (1) additional year of the General Experience.

Preferred Experience:

1. Bachelor's degree in architecture, engineering or construction management.
2. Experience with the design and construction of large-scale institutional, public or commercial buildings.
3. Experience applying and following state building and fire safety codes, national standards, state statutes, regulations and laws governing construction.
4. Experience implementing budget and financial control systems for construction projects.
5. Experience using MS Office Suite and construction specific tools such as MS Project, Primavera, AutoCAD, PM Web, Timberline, etc.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, résumé, college transcript(s), Application for Employment/CT HR 12 ([Application for Employment](#)):

Department of Administrative Services

165 Capitol Avenue

Hartford, CT 06106

Attn: Ms. Morgan Roane

Fax: 860-730-8278

Email: morgan.roane@ct.gov

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.