



## EXAMINATION OPEN TO THE PUBLIC ARCHITECTURAL DESIGN REVIEWER 1

ANNUAL \$54,624  
SALARY: \$78,884

SALARY  
GROUP: ES 22a

APPLICATION CLOSING  
DATE: MAY 1, 2015

EXAM  
NO: 150360OCMC

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In a state agency this class is accountable for independently performing a full range of tasks in the review, preparation, and analysis of designs and related contract documents for architectural design projects, including building rehabilitation and alterations, new construction and site work. This class also assists consultants in the development and finalization of project documents, including drawings, specifications and cost estimates.

#### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 1, 2015**.

**GENERAL EXPERIENCE:** Six years of experience in preparing architectural designs, project documents and cost estimates for various types of building design projects including some experience utilizing computer aided design and drafting (CADD) equipment.

**SUBSTITUTION ALLOWED:** College training in architecture may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of five years for a Bachelor's degree program in Architecture.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some risk of injury or physical harm from site environments and to some discomfort from year round conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply principles, practices and methods of architectural design and design aspects of building modification and construction; considerable knowledge of building materials and components; considerable knowledge of building and fire codes; knowledge of structural, mechanical and electrical systems; knowledge of computer aided design and drafting (CADD) equipment; interpersonal skills; oral and written communication skills; ability to review, interpret and apply contract provisions; ability to read blueprints; ability to accurately estimate project costs; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

#### APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:**

- (1) **Completed Application Form (CT-HR-12)**
- (2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Architectural Design Reviewer 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Architectural Design Reviewer 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience preparing architectural designs, project documents and cost estimates for various types of building design projects. Describe your experience in preparing and evaluating designs and contractual documents for architectural design projects, including building rehabilitation and alterations, new construction and site work. Be specific in describing the size and nature of the project(s) for which you were responsible. Also indicate whether your experience in any of these areas has included the use of computer-aided design and drafting (CADD) equipment. **(2)** Consultative experience. Describe your experience working with architectural and engineering consultants in reviewing and evaluating construction plans/designs/drawings/specifications, project documents and cost estimates. Be specific in detailing the type of consultative and/or technical assistance you have provided, including the purpose and for whom it was provided. **(3)** Detail your experience conducting site inspections for code compliance (building codes, life safety codes, mechanical, electrical, handicapped, hazardous materials codes and NFPA standards). Be specific in explaining your experience in this area. **(4)** Oral and written communication experience. Detail your experience writing inspections/investigative code violation reports, documents and other correspondence relative to building construction projects. Be specific as to the nature and purpose of these reports or written materials and for whom they were prepared. Detail your experience with others, which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by May 1, 2015.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by June 16, 2015.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

### 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, persons with disabilities and military veterans.