



EXAMINATION OPEN TO THE PUBLIC

CHIEF OF ENGINEERING SERVICES 2

ANNUAL SALARY: \$103,539	SALARY GROUP: MP 71	APPLICATION CLOSING DATE: OCTOBER 31, 2011	EXAM NO: 110570OCPD
---------------------------------	----------------------------	---	----------------------------

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Departments of Correction, Education, Mental Health and Addiction Services and Developmental Services this class is accountable for administering statewide construction and maintenance programs and operations.

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 OCTOBER 31, 2011:

GENERAL EXPERIENCE: Five years' experience in physical plant maintenance and construction in an administrative capacity. (Note: Administrative capacity is defined as project planning, project oversight and budgeting.)

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of building design and construction including aspects of architectural, structural and mechanical engineering and design; considerable knowledge of methods, materials and equipment used in building design, construction and maintenance; knowledge of leasing agreements; considerable interpersonal skills; considerable oral and written communication skills; ability to estimate costs of building construction, repair and maintenance; ability to prepare plans and specifications and solicit bids for construction and equipment; ability to analyze construction problems and recommend effective solutions; ability to develop preventive maintenance programs for various kinds of facilities; ability to determine space requirements.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
 - (2) **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 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 Chief of Engineering Services 2, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Chief of Engineering Services 2 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 in the planning, coordination and administration of construction and maintenance projects including type and quality of materials utilized, preparation of job specifications, and estimation and analysis of associated costs. Detail your experience inspecting work for conformance to specifications and compliance with state and federal accrediting bodies. **(2)** Managerial/Administrative experience. Detail your experience determining appropriate staffing levels, directing and supervising staff, conducting performance reviews, and coordinating staff and program activities. Include the number and job titles of those persons you managed on projects or directly supervised. Also, detail your administrative experience in the following areas: coordinating and developing long range preventive maintenance programs and procedures, coordinating agency lease activities, program and division budget preparation, and formulating program goals and objectives. **(3)** Interpersonal/oral and written communication experience. Describe your experience meeting and consulting with architects, engineers, contractors and appropriate state and local authorities involved in construction, alteration and maintenance programs. Detail your experience writing and preparing plans and reports, documents and other correspondence. **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 October 31, 2011. **(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 make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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 December 8, 2011. **(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>) and 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, and persons with disabilities