



STATEWIDE PROMOTIONAL EXAMINATION

CONSTRUCTION SERVICES ASSOCIATE PROJECT MANAGER

**ANNUAL \$69,241
SALARY: \$95,985**

**SALARY
GROUP: ES 29**

**APPLICATION CLOSING
DATE: SEPTEMBER 14, 2012**

**EXAM
NO: 121420SPFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REVISED WITH EXTENDED CLOSING DATE)

PURPOSE OF CLASS: In the Department of Construction Services, this class is accountable for overseeing and coordinating all phases of assigned capital design and construction projects.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **SEPTEMBER 14, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of experience in the design and construction of commercial, industrial or institutional structures involving any combination of the following: architectural or engineering design or review; construction supervision; project estimation or project management.

SPECIAL EXPERIENCE: One year of the General Experience must have included performing the most complex duties in the area of engineering or coordinating all phases of design for state buildings including the architectural, engineering, code review, equipment and physical operations. Note: For state employees the Special Experience is interpreted at the level of Construction Services Assistant Project Manager

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

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to possess a Professional Architect or Engineer License, Associate Constructor or Professional Constructor certification (AC-American Institute of Constructors) or Certificate as an Engineer in Training (EIT-National Council of Examiners for Engineering and Surveying.) (2) Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury or physical harm from construction site environments and a moderate degree from year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of project management; 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 contractual documentation; knowledge of principles, practices and methods of large scale building, design and construction; knowledge of legislative process in bonding of funds for capital building projects; knowledge of building materials and codes; knowledge of state design codes and national standards; knowledge of statutes, regulations and laws governing construction permits; knowledge of contract documentation; interpersonal skills; oral and written communication skills; negotiating skills; considerable ability to read and interpret construction drawings; mathematical ability.

THE EXAMINATION WILL BE COMPOSED OF:

**PART
EXPERIENCE AND TRAINING**

**WEIGHT
100%**

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 supplemental 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 Construction Services Associate Project Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Construction Services Associate Project Manager 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 implementing the principals, practices and methods of large-scale building design and construction including design aspects of building modification. Describe your role in the design and construction of commercial, industrial and/or institutional structures including architectural or engineering design or review. Include an overview of your experience reviewing construction plans, drawings, specifications and change orders for completeness, accuracy and consistency with contract documents, code and agency or statutory requirements. Indicate the degree of independence you exercised in overseeing assigned projects from inception through design and construction up to and including furnishing and occupancy; establishing resource requirements; determining available funding; ensuring compliance to codes, permits, etc.; recommending approval of proceed orders and change orders and arranging and conducting post-occupancy evaluations. (2) Experience in project management and administration. Describe your experience overseeing and coordinating all phases of large scale building design and construction projects including project estimation, planning and organization; construction supervision; ensuring compliance with project delivery method, policies, practices and procedures. Detail experience overseeing the development and monitoring of the project budget, quality and schedule; performance of both external and internal resources such as architects, engineers, consultants and inspection personnel; reviewing, monitoring executing and documenting contracts; identifying and resolving problematic issues potentially affecting project activities. (3) Interpersonal, oral and written communication skills. Detail your experience in the following areas: conducting project planning conferences with clients to determine scope of project and services; maintaining records and progress reports on assigned projects; communicating with bidding and contract sources on contract needs; negotiating fees, terms and conditions; coordinating with clients regarding changes in program content, schedule and costs; preparing reports for client agencies and internal administration; resolving construction problems in a timely and satisfactory manner. **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 September 14, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** 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 October 16, 2012.** (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 state agencies.

*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.

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.