



EXAMINATION OPEN TO THE PUBLIC

**CONSTRUCTION SERVICES ASSISTANT PROJECT
MANAGER**

**ANNUAL \$62,203
SALARY: \$85,324**

**SALARY
GROUP: ES 26**

**APPLICATION CLOSING
DATE: FEBRUARY 5, 2013**

**EXAM
NO: 130040OCFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

REVISED WITH EXTENDED CLOSING AND GRADING DATES.

PURPOSE OF CLASS: In the Department of Construction Services this class is accountable for 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, cost review or equipment functions.

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 FEBRUARY 5, 2013:

GENERAL EXPERIENCE: Seven 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 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 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.

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.

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) 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 Assistant 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 Assistant 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 evaluating design and construction contracts and/or services for large-scale buildings (commercial, industrial, institutional). Indicate your experience reviewing, preparing and/or negotiating architectural, engineering and construction contracts and/or services. Describe the type and scope of the contract(s) and your specific responsibilities in the evaluation of the contract(s). Also, describe your experience as a technical advisor (briefly explain the problems you consulted on and your specific consulting responsibilities). **(2)** Project management experience in the design and construction of large-scale buildings. Describe your specific responsibilities in the planning, scheduling, directing, budgeting and coordination of large-scale building projects. Include information describing the type, size and scope of the projects you managed or supervised. Indicate your experience managing all phases of projects from inception through design and construction up to and including furnishing and occupancy. **(3)** Experience directing resources to ensure compliance with codes, permits etc. Describe your specific experience regarding the resources that were used to ensure specific code compliance, obtaining of specific permits and resolving specific construction problems. Describe your specific experience inspecting building and/or building projects for code compliance. Detail the size and scope of the building project and your specific responsibilities. **(4)** Communication/Interpersonal experience. Be specific as to the types and titles of technical reports/contracts you have written, contacts and/or services you have negotiated and oral presentations you have made. Indicate any experience you have participating in meeting with consultants, agencies and project staff to establish and maintain work schedules and resolving any related problems. Detail your experience preparing presentations concerning projects and providing information concerning the technical issues of construction projects. Detail your experience resolving problems/conflicts with architects, engineers, building officials etc. and how you resolved these issues. 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 February 5, 2013. **(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 March 22, 2013. **(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 Center.

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