



EXAMINATION OPEN TO THE PUBLIC

CONSTRUCTION SERVICES BUILDING OFFICIAL

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

SALARY
GROUP: ES 22a

APPLICATION CLOSING
DATE: OCTOBER 7, 2014

EXAM
NO: 1414200CDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Administrative Services, Office of the State Building Inspector this class is accountable for independently performing a full range of tasks in assuring proper application of the state building, plumbing, mechanical and electrical codes, adopted referenced standards and applicable state and federal statutes.

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 7, 2014**.

GENERAL EXPERIENCE: Six years of experience in building code compliance plan review and inspection of building construction. This may have involved working within a specific area of the building trades such as electrical, mechanical, structural, etc.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in the inspection and review of plans and specifications for building code compliance on large-scale building projects. **Note:** Large-scale building projects will be interpreted as buildings exceeding 12,000 square feet in size and more than one story in height not including apartment buildings and single family residences.

SUBSTITUTION ALLOWED: College training in architecture, civil or mechanical engineering or a related field 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.

SPECIAL REQUIREMENTS: (1) Incumbents in this class will be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including licensure as a building official or to become licensed within three months of appointment. (2) Incumbents in this class will be required to complete ninety hours of job related continuing education every three years in accordance with Section 29-262(b) of the Connecticut General Statutes. (3) Incumbents in this class may be required to travel. (4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical ability and visual and auditory acuity, and must maintain such physical fitness as be able to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to interpret and apply building construction standards, building, plumbing, mechanical, electrical codes, adopted national referenced standards, standard tests for construction materials and fire rating and applicable state and federal statutes; considerable knowledge of and ability to review complex building plans and specifications for large scale building projects; knowledge of basic engineering and architectural principles, practices and methods of building design and construction; knowledge of inspection practices; knowledge of building materials and equipment; knowledge of adverse weather and seismic effects on buildings; considerable oral and written communication skills; interpersonal skills; ability to prepare and present technical material during training programs and public speaking engagements; ability to present concepts graphically; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

| | |
|--------------------------------|---------------|
| PART | WEIGHT |
| 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 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 Construction Services Building Official 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 Building Official 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 conducting code compliance inspections or experience with implementing code compliance for large scale building projects: Detail your experience applying building construction standards, building, electrical, mechanical, plumbing codes, adopted national standards and applicable state and federal laws, statutes and regulations. Be specific in providing details on what codes you have applied and for what purpose. Indicate your experience reviewing architectural and engineering plans and specifications for large scale building projects. Include your experience reviewing and recommending issuance of building permits and certificates of occupancy. (2) Interpersonal/Written and Oral Communication experience: Describe your experience writing reports and other correspondence, the purpose of these written materials and for whom they were prepared. Detail your experience testifying at administrative hearings or in state and federal courts of law. Describe your experience interpreting and explaining building construction or code compliance. Describe your experience communicating findings from inspections and/or reviews including recommendations for compliance. Also, describe any experience you have had dealing/interacting with others which you feel demonstrates your interpersonal skills. **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 7, 2014.** (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 November 19, 2014.** (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.