



**AGENCY PROMOTIONAL EXAMINATION**  
**DEPARTMENT OF CONSTRUCTION SERVICES**  
**CONSTRUCTION SERVICES PROJECT MANAGER**

**ANNUAL \$74,912 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$103,445 GROUP: ES 31 DATE: JANUARY 18, 2013 NO: 130010APFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Construction Services this class is accountable for managing, directing and overseeing the entire operation of assigned design and construction projects from initial plans through design and construction to occupancy of facilities and post-occupancy evaluations.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF CONSTRUCTION SERVICES** WHO BY **JANUARY 18, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CONSTRUCTION SERVICES** 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:** Two years of the General Experience must have included responsibility for contract negotiations and coordination of architectural, engineering, cost review, equipment and physical operations. [Note: For state employees the Special Experience is interpreted at the level of Construction Services Associate 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 principles, practices and methods of large scale building design and construction; considerable knowledge of project management concepts; considerable knowledge of legislative process in bonding of funds for capital building projects; knowledge of state design codes and national standards; knowledge of statutes, regulations and laws governing construction permits; knowledge of building materials; knowledge of contract documentation; interpersonal skills; oral and written communication skills; negotiating skills; considerable administrative ability; ability to maintain records and prepare reports; mathematical ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**APPLICATION AND EXAMINATION PROCEDURE:** 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. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by January 18, 2013. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 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 package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Examination scores will be mailed by March 4, 2013.

**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 Department of Construction Services.

*\*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.