

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

**JOB OPPORTUNITY**

**ARCHITECTURAL DESIGN REVIEWER 1**

**OFFICE OF THE COMMISSIONER**

**FISCAL SERVICES BUREAU**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Candidates on the current exam list for Architectural Design Reviewer 1 or State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

**Location:** Connecticut Valley Hospital, Middletown, CT

**Job Posting No:** OC27007

**Schedule:** Monday - Friday, 8:00 a.m. – 3:30 p.m., Full time, 35 hours per week

**Salary Range:** (ES 22a) \$56,263.00- \$77,655.00 \*

**Posting Date:** October 14, 2015

**Closing Date:** October 20, 2015

**Eligibility Requirement:**

Candidates must have applied for and passed the Architectural Design Reviewer 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties include:** AutoCAD literate, experience in construction administration, construction documents, estimating, and specifications. Meet and consult with architects, engineers, contractors, and appropriate state and local authorities involved in construction; prepare project budgets; act as liaison between the agency and the various mental health facilities; work with facilities statewide to help with construction and maintenance projects including determination of type and quality of materials used, preparation of job specifications, and estimation and analysis of costs; alterations and maintenance programs of facilities; inspects work in progress or on completion for conformance to specifications, OSHA regulations, and building codes; determines space and/or facility needs for facilities; maintains records and reports; may design minor projects; layout and draft plans for projects for submission to contractors; performs related duties as required.

**Preferred Requirements:** Experience with recent version (2012 or greater) with AutoCAD.

\*The classification of Architectural Design Reviewer 1 is assigned to Salary Group ES 22a. Employees shall proceed through that salary group and then shall proceed to the maximum salary of Salary Group ES 23.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697

**[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)**

**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. **(P-4)**