

Department of Administrative Services
Construction Services Division/School Construction
JOB OPPORTUNITY
Construction Services Assistant Project Manager (2 vacancies)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list; State employees who currently hold or previously attained permanent status
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 4355
Hours: Full Time, 35 hours/week
Salary: ES26 \$64,070 - \$87,884 annually
Closing Date: May 5, 2014

The Department of Administrative Services/Construction Services/Building Design & Construction unit seeking qualified applicants to fill two (2) full-time, Construction Services Assistant Project Manager positions. The Assistant Project Manager will act as a technical assistant to a Project Manager and review complex construction documents; review change orders for completeness and accuracy; monitor progress of A/E teams during design of a project; monitor construction progress in the field and advise the Project Manager on progress, issues and potential resolutions for field problems; audit monthly requisitions for work completed; verify architect change recommendations; conduct inspections of new or existing buildings, and renovations during construction; represent the Project Manager at job meetings; prepare and maintain construction records and reports; assemble documents for processing by the Bidding/Contract Unit; review/negotiate consultants fees/schedule.

Preferred Knowledge and Experience

- Considerable experience with the design and construction of large-scale institutional, public or commercial buildings
- Knowledge of, and experience in using and following state building and fire safety codes and national standards, state statutes, regulations and laws governing construction
- Considerable knowledge of and experience in implementing contract documentation control systems
- Considerable knowledge of and experience in implementing budgeting and financial control systems for construction projects
- Experience and ability with general office computer tools (MS Office, Adobe, etc.) as well as construction specific tools (MS Project, Primavera, AutoCAD, PMWeb, Timberline, etc.)

Eligibility Requirements: Candidates must have applied for and passed the Construction Services Assistant Project Manager 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.

Note: Filling 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 a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2873 or
Email to DAS.HR.SMART@ct.gov
Subject line MUST include: ASSTPM, 4355 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

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.