



EXAMINATION OPEN TO THE PUBLIC
ELECTRONIC INTEGRATED CONTROL SYSTEMS
TECHNICIAN (BUILDING SUBSYSTEMS)

ANNUAL \$52,182 SALARY APPLICATION CLOSING EXAM
SALARY: \$66,822 GROUP: TC 20 DATE: NOVEMBER 14, 2013 NO: 1312700CMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: At the University of Connecticut and the University of Connecticut Health Center this class is accountable for independently performing a full range of tasks involved in monitoring, maintaining, diagnosing, repairing and programming automated control systems for building subsystems which are, but not limited to, heating, ventilation, air conditioning, refrigeration, humidity, lighting, building access, fire, security, emergency boxes and communication systems.

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 **NOVEMBER 14, 2013**.

GENERAL EXPERIENCE: Five years of experience in heating, ventilation, air conditioning and refrigeration (HVACR) and integrated electronic control systems or in the building automation systems industry performing design, installation and service related to the assigned subsystem such as fire, security, building access, communication and emergency boxes. **Note:** For State Employees the General Experience is interpreted at the level of Qualified Craft Worker (HVACR).

SUBSTITUTIONS ALLOWED: A maximum of two years may be substituted for the following: 1) Graduation from a two year vocational or technical school designating completion of subject requirements in HVACR may be substituted for two years of the General Experience; 2) College training in electronics or electrical/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 two years.

SPECIAL REQUIREMENTS: 1) Incumbents in this class may be required to possess appropriate valid licenses or permits; 2) Incumbents in this class may be required to attend technical seminars or courses and retain original equipment manufacturer certification; 3) Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to risk of injury from equipment and extreme weather and/or environmental conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of electrical schematics; considerable knowledge of network troubleshooting; considerable knowledge of building automated digital control systems and control logic; considerable knowledge of heating, ventilation, air conditioning and refrigeration (HVACR) or specialized automated building equipment; knowledge of Building Automation and Control network (BACnet); knowledge of Boolean logic; interpersonal skills; oral and written communication skills; considerable ability in diagnosing and repairing; ability to program in HTML and XML; 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 Electronic Integrated Control Systems Technician (Building Subsystems) include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Electronic Integrated Control Systems Technician (Building Subsystems) 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)** Describe your experience programming a building system. For each Building System you worked with, specify the type of system [brand name(s) and models(s)], including programming languages and software used and what your responsibilities were. **(2)** Describe your experience working with Building Controls systems. For each Building Control system you worked with, specify the type of system controlled and what your responsibilities were (heating, air conditioning, ventilation, humidity, refrigeration, lighting, building access, fire, security, emergency boxes, and communication systems, etc) **(3)** Describe your experience with calibration methods or techniques. Be specific when describing what instrumentation you have used for calibration. **(4)** Describe your experience with troubleshooting network problems. Give three examples of the most complex problems you were faced with and the steps you took to solve them. **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 November 14, 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, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is 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 December 23, 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>) 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.

