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# NOTICE OF EXAMINATION

#### **REQUIRED FORMS**

APPLICATION FORM

EDUCATION AND EXPERIENCE TEST PAPER

> FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

# CONSTRUCTION PROJECT MANAGER (HHC) Exam No. 8123 (For The New York City Health and Hospitals Corporation Only)

WHEN TO APPLY: From: December 3, 2008 APPLICATION FEE: \$45.00

Γο: December 23, 2008 Payable by mail by money order to DCAS (EXAMS)

or payable online by credit card, bank card, or debit

card.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, March 28, 2009.

WHAT THE JOB INVOLVES: This is a supervisory technical class of positions with varying degrees of difficulty and responsibility encompassing construction project management work and the oversight of construction work necessary for constructing, rehabilitating, renovating and maintaining public buildings, structures, infrastructures, facilities and grounds or publicly owned, subsidized or regulated residential buildings. There are three Assignment Levels within this class of positions. All Construction Project Managers perform related work.

At Assignment Level I: Construction Project Managers, under general supervision, perform construction management work and/or initiate and supervise work in the construction field including overseeing rehabilitation projects, or assisting in overseeing routine reconstruction projects; perform difficult technical work in determining the need for and feasibility of construction work; oversee private contractors/vendors carrying out new construction, rehabilitation, repairs, alterations and/or structural maintenance work; and drive motor vehicles to visit job sites.

Some of the physical activities performed by Construction Project Managers and environmental conditions experienced are: walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; working on exposed heights; standing for extended periods of time; working in confined areas; wearing hard hats and other protective clothing in construction areas; bending and stooping during inspections; climbing over and around various objects; working in areas that may be hot, damp, dark, dusty, smoky or acrid; working outdoors, including in natural areas, in all kinds of weather; may come into contact with rodents and/or insects; may be required to wear DEET; may supervise or inspect the removal of asbestos and/or lead requiring the use of a respirator.

**Special Working Conditions**: Construction Project Managers may be required to work shifts including nights, Saturday, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY**: The current minimum salary is \$44,495 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the agency.

**HOW TO APPLY**: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

- 1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at <a href="www.nyc.gov/examsforjobs">www.nyc.gov/examsforjobs</a> and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- 2. **By mail**: Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

## **HOW TO QUALIFY:**

Education and Experience Requirements: By the last day of the Application Period you must have:

- 1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and five years of full-time satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least \$300,000 for each of the five years of the required experience; or
- 2. One year of the experience as described in "1" above and a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management; or
- 3. One year of the experience as described in "1" above and a valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects, or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
- 4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and a combination of at least two years of experience as described in "1" above and the education as described in "2" above to equal a total of five years of education and experience. Matriculation in an undergraduate college degree program as described in "2" above may be substituted for experience on the basis of 30 semester credits for one year of satisfactory full-time experience up to a maximum of three years of experience.

Note: Candidates must specify for each construction project they worked on: a description of the construction project, the time period they worked on the construction project, and the type of work they performed. Candidates must also specify the money allotted for the project.

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

#### **REQUIREMENTS TO BE APPOINTED:**

**Driver License Requirement**: At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Medical Requirement**: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

Additional Medical Requirement for Certain Assignments: Employees assigned to supervise asbestos removal or lead abatement staff must meet applicable regulatory and medical requirements. Such employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered as applicable while persons are assigned to asbestos removal or lead abatement supervision.

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

**Proof of Identity**: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the New York City Health and Hospitals Corporation.

# **REQUIRED FORMS**:

- **1. Application for Examination**: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper: Fill out Sections A.1, A.2, A.4, B, C, (if applicable) and D (if applicable). This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. If you are applying by mail, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. If you are applying online, follow the online instructions.
- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

- **ADMISSION CARD**: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, NY NY 10007, to obtain a duplicate card.
- **THE TEST**: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test may include questions on construction techniques, materials, equipment and safety practices; pertinent parts of the Building Code of the City of New York and other applicable codes and laws; contracts, plans, specifications, payments, and change orders; scheduling and coordination of work; job-related mathematics; report writing; record keeping; and other related areas.

**THE TEST RESULTS**: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an HHC eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

#### **ADDITIONAL INFORMATION:**

**Reemployment of Public Service Retirees**: HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

**List Termination**: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

This examination is for positions with Health and Hospitals Corporation (HHC) only. If you would like to apply for Construction Project Manager in City agencies you must submit a separate application and fee for Exam No. 8090 from December 3, 2008 through December 23, 2008.

## **SPECIAL ARRANGEMENTS:**

**Special Test Accommodations**: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying

- (1) **online**, follow the onscreen instructions, or
- (2) by mail, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.