



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

CONSTRUCTION PROJECT MANAGER
Exam No. 6042
AMENDED NOTICE - April 6, 2016

<p>WHEN TO APPLY: From: February 3, 2016</p> <p style="padding-left: 100px;">To: February 23, 2016</p> <p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, May 14, 2016.</p>	<p>APPLICATION FEE: \$68.00</p> <p>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
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The Notice of Examination is amended to update the Test section to indicate the multiple-choice test format and to provide the written test description.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

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.

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. Some of the duties of a Construction Project Manager include preparing shop orders, scope of work, routine specifications and cost estimates; accepting contractors' submissions of subcontractors for approval and ensuring agency's review; in the Department of Housing Preservation and Development, authorizing the issuance of repair jobs to vendors; working with the architect or engineer of record regarding change orders, interpretation of documents, shop drawing approvals and other architectural and engineering related issues; recommending issuance of change orders to comply with changing field conditions or specification/drawing errors and/or omissions; upon approval of recommendation, preparing change orders; reviewing and approving other contract changes in accordance with citywide procedures; reviewing and approving contractors' payments and requisitions submitted by contractors and operating a motor vehicle to visit job sites. Construction Project Managers may also supervise staff performing asbestos removal or lead abatement work involving removal or encapsulation of lead contained in or on any surface. All Construction Project Managers perform related work.

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

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, cold, 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.

(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 \$51,586 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. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, February 15, 2016.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You may be given the test before we verify 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.

Education and Experience Requirements:

1. A four-year high school diploma or its educational equivalent **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, 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 **and** a combination of at least two years of experience as described in "1" above and the education as described below to equal a total of five years of education and experience. One year of experience credit will be given for each 30 semester credits from an accredited college or university in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management, up to a maximum of three years of experience.

The education requirement must be met by June 30, 2016. The experience and license(s) requirements must be met by the last day of the Application Period (February 23, 2016).

Note: In order for work experience to receive credit, for each employment entered in Section B of the Education and Experience Test you must specify all of the following:

- 1) a description of the **construction** project(s) you worked on, and
- 2) a description of the duties you performed, including any duties managing and/or inspecting construction project(s), and
- 3) the total cost for the construction project(s) in each year you worked on the project(s), and
- 4) the time period you worked on the construction project(s).

If you are missing any of the above four items on your Education and Experience Test, then your work experience will not be credited by DCAS and you may be found NOT QUALIFIED for this examination.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education, license(s) and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after **June 30, 2016** or experience and license(s) **which you obtain after the end of the Application Period.**

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York with no restrictions that preclude the performance of Construction Project Manager work. If you have serious moving violations, license suspension(s) or an accident record you may be disqualified. This license must be maintained for the duration of your employment.

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 supervision of asbestos removal or lead abatement.

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 City of New York.

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.6 (if applicable), B and C (if applicable).** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:
 - A. If you wish to claim a high school diploma in paragraph "1," or baccalaureate degree in one of the acceptable fields stated in paragraph "2" in the "How to Qualify" section, then ask for a **"document-by-document" (general)** evaluation.
 - B. If you wish to claim semester credits in one of the acceptable fields stated in paragraph "4" in the "How to Qualify" section, then ask for a **"course-by-course"** evaluation (which includes a document-by-document evaluation).

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.

THE TEST: The multiple-choice test will be given in paper and pencil format. 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 is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Construction Project Manager. Task categories to be tested are as follows: Technical Expertise; Inspection Procedures; Interpersonal Communication and Record Keeping.

The test may include questions on construction techniques, materials, equipment, safety practices and OSHA law and regulations; pertinent parts of the Building Code of the City of New York, Accessible Design and Building practices 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; standards of proper employee ethical conduct; and other related areas.

The multiple-choice test will include questions which may require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. Example: A Construction Project Manager might use this ability to review specifications and construction reports.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Construction Project Manager might use this ability to write daily progress reports of a project and maintain a daily log.

Mathematical Reasoning: understanding & organizing a problem then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Construction Project Manager might use this ability when taking measurements at the construction site.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. Example: A Construction Project Manager might use this ability when checking payments.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A Construction Project Manager might use this ability when completing construction phases in order to complete a project.

Time Sharing: shifting back and forth between two or more sources of information. Example: A Construction Project Manager might use this ability when coordinating multiple construction projects at the same time.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, Manhattan to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Investigation: You will be investigated prior to appointment and must pay a \$89.75 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. You may be disqualified if your statements are found to be false, exaggerated, or misleading. Investigation must be completed prior to appointment.

Selective Certification for Positions Requiring Bridge Experience: If you have one year of full-time, satisfactory experience in bridge related work, i.e. design, construction, maintenance and/or inspection of bridges, you may be considered for appointment to positions in the Bureau of Bridges of the Department of Transportation which require this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your bridge related work experience will be checked by the appointing agency at the time of appointment. This Selective Certification requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and “**BRS**” on your correspondence.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 34202; Construction Project Management Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas