NOTICE OF EXAMINATION

CONSTRUCTION PROJECT MANAGER
Exam No. 0169

WHEN TO APPLY: From: March 4, 2020
To: March 24, 2020
APPLICATION FEE: $68.00

THE TEST DATE: Multiple-choice testing is expected to begin on Tuesday, May 26, 2020.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLES:
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 various 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.

(The 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 $57,078 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.

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 education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will not receive credit for education which you obtain after June 30, 2020 or experience which you obtain after the end of the Application Period (March 24, 2020). You will not receive credit for a license which you obtain after March 31, 2020.
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 $1,000,000 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, 2020. The experience requirements must be met by the last day of the Application Period (March 24, 2020). The license requirements must be met by March 31, 2020.

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If you work on a part-time basis or working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 X 12 = 7.2 months.

You have until midnight Eastern time on the last day of the Application Period (March 24, 2020) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (March 24, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, and your application fee will not be refunded. You will not receive credit for education which you obtain after June 30, 2020 or experience which you obtain after the end of the Application Period (March 24, 2020). You will not receive credit for a license which you obtain after March 31, 2020.

Driver License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license issued by the State of New York with no restrictions that preclude the position 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:
If you believe you meet the requirements in the “How to Qualify” section, apply using 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 apply online. Several internet service providers, including but not limited to Yahoo, AOL, Outlook.com, and Gmail.com offer free email accounts. All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen assistance. If you need to contact OASys, you may email OASys@dmvera. This review does not need to be reviewed and 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
INFORMATION:
of things given.
or words,
Ordering:
ability
Manager
use
when
checking
Number
at
might
ability
this
site.
measurements
determine
Example:
be
operations
can
method
the
or
to
reasoning
to
encompasses
a
daily
A
might
ability
progress
daily
Construction
project
a
Expression:
Project
Manager
this
to
Written
abilities:
of
which
the
areas.
hazards
environmental
construction;
regarding
ethical
of
scheduling
coordination
and
mathematics;
applicable
laws;
and
other
payments,
practices
City
law
of
Design
and
regulations;
New
parts
the
Accessible
the
The
may
include
questions
practices
materials,
equipment,
and
Inspects
to
Plans
Construction,
Owners,
Construction,
and
Works
Architects,
with
Assures
Cost
be
of
tasks
to
of
to
the
determined
The
the
which
abilities
assess
test
You
list.
score
to
your
least
of
eligible
will
given
on
this
to
be
terminal.
You
test
because
test
date
important
&
Guides:
New
10007
York,
Floor
Lafayette
20
Street
Brooklyn
11201
Queens
Forest
Hills,
NY
11375
Staten
Island
135
Canal
Street
3rd
Floor
Staten
Island,
NY
10304
Bronx
1932
Arthur
Avenue
2nd
Floor
Bronx,
NY
10457
Special
Circumstances
Guide:
This
Guide
is
located
on
the
DCAS
website

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
tell
you
when
you
complete
Your
Application
for
Examination.

REQUIRED
INFORMATION:

1. Application
for
Examination:
Follow
the
instructions,
including
those
related
to
the
payment
of
fee
and,
if
applicable,
those
found
in
the
Special
Circumstances
Guide.

2. Education
and
Experience
Exam:
Follow
the
instructions
displayed
onscreen
to
answer
the
questions.
You
will
have
until
midnight
Eastern
time
on
the
last
day
of
the
Application
Period
(March
24,
2020)
to
clearly
specify
in
detail
all
of
your
relevant
education,
license,
and
experience.
Final
Submit
your
Education
and
Experience
Exam
in
the
Online
Application
System
(OASys).
If
you
do
not
Submit
your
Education
and
Experience
Exam
in
OASys
by
midnight
Eastern
time
on
the
last
day
of
the
Application
Period
(March
24,
2020),
your
examination
will
be
considered
incomplete.
you
will
not
be
entitled
to
the
appeals
process.
you
will
not
receive
a
score,
you
will
not
be
invited
to
subsequent
portions
of
this
examination,
and
your
application
fee
will
not
be
refunded.

3. Foreign
Education
Evaluation
Guide:
If
you
need
credit
for
your
foreign
education
to
meet
the
educational
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
which
is
located
on
the
DCAS
website

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
a
college
degree
in
one
of
the
acceptable
fields
stated
in
paragraph
“2”
in
the
“How
to
Qualify”
section,
than
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,
than
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
day
of
the
Application
Period
(March
24,
2020).

THE
TEST:
The
multiple-choice
test
will
be
given
at
a
computer
terminal.
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:
Problem
Resolution
Regarding
Construction,
Plans
Construction,
Oversees
and
Assures
Compliance,
Works
with
Engineers
and
Architects,
Provides
Cost
Estimation
and
Evaluation,
Explains
Construction
Plans
to
Owners,
Workers,
and
Chief,
Directs
Construction,
and
Inspects
Construction.
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;
environmental
hazards
regarding
construction;
standards
of
proper
employee
ethical
code;
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
and
organizing
a
problem
and
then
selecting
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
given.
The
things
or
actions
to
be
put
in
order
can
include
numbers,
letters,
words,
CHANGE NAME AND/OR ADMISSION:

Note: using the following application procedures, you may attach your appeal to the test site for review by the OASYS Appeals Board.

4. Drop-down Part Select list, appeal.

To navigate the OASYS portal, look for the Appeals icon located at the top right corner of the OASYS page.

If you wish to appeal your score, you must do so within 30 days of the testing date. If you do not have your correct mailing address, email address and/or phone number, you will not be notified about the new score or your appeal results.

www.nyc.gov/examsforjobs

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

If you move, change your email address, or update your phone number, you must notify the OASYS office in writing. If you do not have your correct mailing address, email address and/or phone number, you will not be notified about your appeal results.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form:


THE TEST RESULTS:

If you meet the education and experienece 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. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and you are a qualified candidate, you will be notified by mail of your test results. On a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: https://www1.nyc.gov/site/dcas/employment/civil-service-system.page.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manual Errors, through the Online Application System (OASYS). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating. To take the appeal process, log into your OASYS account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.
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, or by email at testingaccommodations@dca.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification:
If you have the experience, credentials, or certifications listed below, you may be considered for appointment to positions requiring this experience, credentials, or certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be granted a position based on this information, provided that you meet all other minimum qualifications for the position, regardless of your performance on the selective certification test. You must complete the Selective Certification application process and indicate your interest in the position(s) for which you are qualified. Your application will be reviewed, and if you are granted a position, you may be offered the appointment if your credentials and certifications are validated and accepted by the agency. If you are not successful in the Selective Certification process, you may still apply for a position through the normal examination process.

Selective Certification for Positions Requiring Bridge Experience (BRS): At least one year of full-time, satisfactory experience in bridge-related work, i.e., design, construction, maintenance, and/or inspection of bridges.

Selective Certification for Energy Management Foundation (EMF): A valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").

Selective Certification for Energy Management Extensive (EMX): A valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid certifications from AEE: Certified Energy Auditor ("CEA"), Certified Building Commissioning Professional ("CBCP"), or Certified Measurement and Verification Professional ("CMV").

Selective Certification for Energy Auditing (ENA): At least one of the following valid certifications: Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), Certified Energy Auditor ("CEA"), Energy Manager ("EMX") certification from the American Society of Heating, Refrigerating and Air Conditioning Engineers ("ASHRAE"), Building Energy Assessment Professional ("BEAP") certification from ASHRAE, or Multi-Family Building Analyst ("MFBA") certification from the Building Performance Institute ("BPI").

Selective Certification for Building Commissioning (BDC): At least one of the following valid certifications: Existing Building Commissioning Professional ("EBCP") certification from the Association of Energy Engineers ("AEE"), Certified Building Commissioning Professional ("BFC") certification from AEE, or Certified Commissioning Director ("CxD") certification from the AABC Commissioning Group ("ACG").

Selective Certification for Sustainability (SUS): At least one of the following valid credentials: LEED Green Associate ("LEED GA") certification from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional certification from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure.

Selective Certification for Energy Management Foundation and Sustainability (EFS): A valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional certification from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure ("ISI").

Selective Certification For Experience Analyzing Greenhouse Gas Emissions (GHG): At least one (1) year of full-time, satisfactory experience conducting analysis, inventories, and/or verification of GHG emissions.

Selective Certification for Municipal Government Experience (MGE) (For Department of Housing Preservation & Development only): At least one year of full-time, satisfactory experience within a municipal government in a similar position, which provides service for a city with over 1 million in population. The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this 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 the Selective Certification you are requesting on your correspondence.

Investigation:
The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $88.25 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 a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.
Application Receipt:
You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check “Junk”, “Trash”, or “Spam” folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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