

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 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 City of New York.

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 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:

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 Division 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 in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for HHC you must submit a separate application and fee for Exam No. 8123.

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, 14th Floor, NY, NY 10007.

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

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