



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 \$48,126 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 APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

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

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). This form 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 form that pertain to you when you complete your "Application for Examination."

#### HOW TO QUALIFY:

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

#### HOW TO QUALIFY:

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, 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 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 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).

**NOTE:** For candidates to receive credit for their work experience, each box in Section B of the Education and Experience Test Paper **must** specify:

- 1) a description of the **construction** project(s) you worked on, and
- 2) a description of your duties, including any duty managing and/or inspecting construction project(s), and
- 3) the total cost for the construction projects(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 Paper, then your work experience will **not** be credited by DCAS and you may be **DISQUALIFIED** for this examination.

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:** By the time you are appointed to this position, you must have a motor vehicle license valid in the State of New York. If you have 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 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:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, 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, and C (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 online, follow the online instructions. 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. Be sure to write your examination number and social security number on each of the remaining pages of this form.
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, 14<sup>th</sup> Floor, Manhattan, 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; standards of proper employee ethical conduct; and other related areas.

**Note:** 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. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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.

**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. Your bridge related work experience will be checked by the appointing agency at the time of appointment. 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.

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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.

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](http://nyc.gov/dcas)**