



CITY OF BALTIMORE
Department of Human Resources
7 E. Redwood Street, 16th Floor
Baltimore, MD 21202
(410) 396-3860 711(TTY)
www.baltimorecity.gov

**INVITES APPLICATIONS FOR THE POSITION OF:
Construction Project Supervisor I - Department of
Housing and Community Development**

An Equal Opportunity Employer

SALARY: \$63,725.00 - \$102,202.00 Annually

OPENING DATE: 06/23/21

CLOSING DATE: 07/07/21 11:59 PM

EDUCATION ACCREDITATION: Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at www.naces.org.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least six months. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

DRUG & ALCOHOL TESTING: Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.

CRIMINAL BACKGROUND CHECK: Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.

PROBATION: All persons, including current City employees, selected from the eligible list resulting from this examination will be on probation for 6 months.

CLASS DESCRIPTION:

A Construction Project Supervisor I oversees the scheduling and inspection of one or more major construction projects and expedites the completion of contracted construction. Work of this class involves supervising inspection personnel.

Incumbents receive general supervision from a technical superior. Employees in this class work a conventional workweek. Work is performed in an office and at construction sites where there is occasional exposure to noise, hazardous equipment and extremes of weather. Work requires minimal physical exertion.

SELECTION PROCESS:

All candidates indicating the minimum qualifications on their application will be placed on the eligible list without further examination. The license, training, and experience of each candidate will be evaluated for appropriateness and quantity. **It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position.** Qualified candidates will not be listed in rank order.

MINIMUM QUALIFICATIONS:

On or before the date of filing the application, each candidate must:

EDUCATION: Have a bachelor's degree from an accredited college or university and three years of experience construction inspection, construction supervision or construction engineering.

AND

EXPERIENCE: Have three years of experience in construction inspection, construction supervision or construction engineering.

OR

NOTE (EQUIVALENCIES): Have an equivalent combination of education and experience.

LICENSES, REGISTRATIONS AND CERTIFICATIONS: Have a valid Maryland Class C Noncommercial driver's license, or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required.

SUPPLEMENTAL INFORMATION:**EXAMINATION PROCESS:**

Applicants must provide sufficient information on their application to show that they meet the qualifications for this recruitment. Successful applicants will be placed on the employment certified eligible list for at least six months.

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be required to complete supplemental questions to further examine specific Knowledge, Skills and Abilities of the position. Therefore, it is important that you provide complete and accurate information on your application.

NOTE: Those eligible who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information.

APPLICATIONS MUST BE FILED ONLINE AT:

7 E. Redwood Street
16th Floor
Baltimore, MD 21202
410 396-3860
711 (TTY)

www.baltimorecity.gov

Position #30660
CONSTRUCTION PROJECT SUPERVISOR I - DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT
RHONDA C. WALKINS

Construction Project Supervisor I - Department of Housing and Community Development Supplemental Questionnaire

- * 1. Please Note: Supplemental questions are designed to gather information from applicants about their experience and training as it relates to the position. Responses are evaluated to determine if the candidates have any additional experience beyond the minimum qualifications that would be an asset in this position. Applicants who answer N/A to any question(s) will NOT be disqualified for this position. All applicants MUST meet the minimum qualifications for this position at the time of application.

I have read and understand the above information.

- * 2. Which of the following best describes your level of completed education? (Education

information must be included in your application.)

- Master's Degree from an accredited college/university
 - Bachelor's Degree from an accredited college/university
 - Associate's Degree from an accredited college/university
 - High School Diploma/GED
 - None of the above
- * 3. Do you possess a valid Maryland Class C Non-Commercial driver's license or an equivalent out of state driver's license acceptable to the Office of Risk Management? (License information must be included in your application.)
- Yes
 - No
- * 4. Select the response that represents the amount of experience you possess in construction inspection, construction supervision or construction engineering (This experience must be described in the 'WORK HISTORY/EXPERIENCE' section of this application.)
- I do not have any experience in the reference above area.
 - Less than 1 year
 - 1 year or more but less than 2 years
 - 2 years or more but less than 3 years
 - 3 years or more but less than 4 years
 - 4 years or more but less than 5 years
 - 5 years or more but less than 6 years
 - 6 years or more
- * 5. Describe in detail your experience in construction inspection, construction supervision or construction engineering. Include the name of the employer(s) where work was performed. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME". If no experience, please enter "N/A".
- * 6. List any professional certifications or licenses that you have that are related to residential weatherization, energy efficiency, or solar, or home construction/improvement in general.
- * 7. How many years of experience supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others do you possess.
- I do not possess any experience in the above reference area.
 - Less than 1 year
 - 1 year or more but less than 2 years
 - 2 years or more but less than 3 years
 - 3 years or more but less than 4 years
 - 4 years or more but less than 5 years
 - 5 years or more but less than 6 years
 - 6 years or more
- * 8. Describe in detail your professional experience performing work related to residential weatherization, energy efficiency, or solar. Include the name of the employer(s) where work was performed. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME". If no experience, enter "N/A".]
- * 9. Applicants are encouraged to submit a resume with the application. You may either scan and attach the resume to the online application or mail to the City of Baltimore

Recruitment & Talent Acquisition Division Office at 7 E. Redwood Street, 16th floor, Baltimore, MD 21202, to be attached to the application.

I have read and understand the above statement.

- * 10. If your degree/credits was obtained from an accredited college/university outside of the United States, you must attach a legible copy of your U.S. equivalent education evaluation to this application. Baltimore City Government recognizes foreign credential evaluation agencies that are current members of the National Association of Credential Evaluation Services (NACES). A list of agencies and their contact information is available on the NACES website at www.naces.org. Failure to submit an evaluation may result in disapproval of your education.

I have read and understand the above information.

- * 11. Various notes regarding this position including additional requirements may be listed in the Supplemental Information section of the job announcement. By selecting the box below you are confirming that you have read and understand any notes indicated on the job announcement.

I have read and understand the above information.

- * 12. Please take this opportunity to review your responses to the supplemental questions. Ensure that the qualifications stated above can be cross-referenced with the qualifications in your application. Your application may not be considered for further review if you have failed to show details of where the minimum qualifications are met. By agreeing to the statement below, you are confirming that you understand this statement, have reviewed your responses to the questions for accuracy and verify that your responses accurately describe your current qualifications. **If you have questions regarding this position, please contact Rhonda C. Walkins, Recruitment and Talent Acquisition Specialist via email at Rhonda.Walkins@baltimorecity.gov**

I verify that all of my responses to the supplemental questions are true and accurate. I accept that if my supporting documentation and/or later steps in the selection process do not support one or more of my responses to the supplemental questions that my application may be disapproved and/or I may be removed from consideration.

- * Required Question