



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer
and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE EXAMINATION NO. 24-06

BUILDING SYSTEMS ENGINEER

Annual Salary Range: \$114,038 - \$134,696

DUTIES: Under the general direction of the City Engineer or designee, is responsible for the administration, technical oversight, review, and coordination of all aspects of mechanical, plumbing, and electrical building systems design, construction and upgrade; does related work as required.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college with a Bachelor’s Degree in Mechanical or Electrical Engineering and six (6) years of professional engineering experience in the supervision/administration of building systems work for a municipality or an engineering/consultant firm.

NOTE: Possession of a State of Connecticut Professional Engineering License, LEED AP BD+C – LEED Accredited Professional in Building Design and Construction, LEED AP O+M – LEED Accredited Professional in Operations and Maintenance, Certified Energy Manager and ASHRAE certification are a plus.

SCOPE OF EXAMINATION: There will not be a written examination. Applicants will be ranked according to their education, training, and experience. Applicants are advised to fully complete the application form and supplement, listing all related degrees, training and work experience.

APPLICATION PROCESS: Interested candidates should submit a completed City of Stamford Employment Application and Application Supplement “24-06”. This position is open until filled. **to hrrecruiting@stamfordct.gov** or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Applications can be obtained at www.stamfordct.gov. **Please note:** Applications of candidates who do not meet the stated position requirements will not be considered. Incomplete application and application supplement will not be considered. **A resume and/or other correspondence will not be considered as equivalent to an application.**

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 02/14/2024

EMPLOYMENT BENEFITS: <ul style="list-style-type: none">• Health Plan and Hospitalization• Paid Vacations and Holidays• Retirement Plan• Group Life Insurance• Sick Leave <hr/> VETERAN’S PREFERENCE: <p>Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.</p>	Applications are obtained from and submitted to DEPARTMENT OF HUMAN RESOURCES CITY OF STAMFORD 888 WASHINGTON BOULEVARD STAMFORD, CONNECTICUT 06904 TELEPHONE (203) 977-4070 www.stamfordct.gov <hr/> General Conditions for Job Announcements and Civil Service Information can be viewed at www.stamfordct.gov	CHANGE OF ADDRESS: <p>It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.</p> <hr/> PERSONNEL COMMISSION <p>Marc Teichman Stuart Adelberg Lynn Arnow Elizabeth Main Jaclyn Williams</p>
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**Mayor
Caroline Simmons**



**Director of Legal Affairs
Thomas Cassone**

**Director of Human Resources
Paula Russell-Nisbett**

BUILDING SYSTEMS ENGINEER

APPLICATION SUPPLEMENT #24-06

NAME _____

SOCIAL SECURITY NUMBER 000 - -
(LAST SIX DIGITS)

For this examination, you will be filling out specific information about your education, training, and experience. The information that you provide will be used to determine how well your background qualifies you for this position. **THIS BOOKLET IS AN EXAMINATION.** You **MUST** complete this examination booklet to take part in this examination.

Your training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Building Systems Engineer*. Your score will be based only on what you include in this examination. **Incomplete or illegible applications/supplements will be rejected.**

Please be advised that the information provided in this supplement must be supported by the work experience outlined on your application and will be confirmed.

This examination booklet and a completed "Application for Examination or Employment" must be postmarked or filed with the Human Resources Division by the last filing date noted in the job announcement. Information submitted after the last filing date will not be considered.

AN EOE/AA EMPLOYER

PART I. SUMMARY OF EDUCATION and EXPERIENCE: #24-06

I. EDUCATION

A. Do you possess any of the following degrees? (If "Yes", specify the major field of study for which the degree was conferred.)

Bachelor's Yes____ (Major)_____ No____

Master's Yes____ (Major)_____ No____

II. EXPERIENCE

A. Do you have at least six (6) years of professional engineering experience in the supervision / administration of building systems?

Yes _____ No_____

B. Indicate below the type and length of your professional engineering experience in the supervision/administration of building systems.

	<u>Yes</u>	<u>No</u>	<u>Number of years</u>
Municipality	_____	_____	_____
Engineering Firm/ Consultant	_____	_____	_____
Large Construction Company	_____	_____	_____

PART II. EXPERIENCE #24-06

Please follow column headings completely. Attach additional copies of this page if required. Use whatever terms would be most indicative of the level and scope of your work and responsibility.

A. Describe your professional engineering work experience in the supervision/ administration of mechanical/HVAC work for a municipality engineering firm/ consultant or large construction company. List type of project, project design scope, value of construction work and number and title(s) of person(s) supervised in the description of duties. **(Please be advised that incomplete answers will result in disqualification for this exam.)**

DATES & NO. HRS. PER WEEK	IDENTIFY EMPLOYER AND TITLE OF SUPERVISOR	YOUR JOB TITLE & DUTIES

PART III. SPECIALIZED TRAINING #24-06

List all specialized training (seminars, special courses, advanced training, etc.) that you have successfully completed in the field of mechanical engineering within the past five (5) years including, but not limited to, systems design procedures, industry practices and standards, State and local ordinances and codes, accepted methods of preparing construction plans and specification, computer software applications, etc.

SPECIALIZED TRAINING- TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HOURS

On the following pages are a variety of statements which are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.
- B - I have education or training relevant to this Knowledge, Skill or Ability, but have not applied it in an actual job.
- C - I have little or no experience, education or training relevant to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed. Evidence may be stated in terms of education/training (list courses and schools) or in terms of experience (list your job duties that apply, name of employer, and dates of work).

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

1. Knowledge of building systems design procedures.

Circle the Appropriate Letter

A

B

C

Employer/School:

Dates:

Details:

2. Knowledge of industry practices and standards including familiarity with the State and local ordinances and building and energy codes.

Circle the Appropriate Letter

A

B

C

Employer/School:

Dates:

Details:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

3. Knowledge of computer software applications to compile data, generate reports and evaluate designs.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:

4. Knowledge of the accepted methods of preparing construction plans and specifications for HVAC systems and distribution including RTU's, exhaust fans, pumps, hot water heaters, and controls and building management systems.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

5. Thorough knowledge of mechanical, electrical, and plumbing construction procedures and quality of work.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:

6. Ability to interpret energy analysis.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

7. Ability to read and interpret engineering drawings and specifications.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:

8. Knowledge of LEED and building and MEP sustainability measures and programs. Familiar with renewable energy systems.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

9. Knowledge of the commissioning of building systems and knowledge experience with Retro-Commissioning.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:

10. Ability to communicate effectively, both orally and in writing.

Circle the Appropriate Letter

A

B

C

Employer/School

Dates:

Details:



APPLICATION FOR EXAMINATION OR EMPLOYMENT

Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE

☐ Q
☐ NQ
☐ Educ
☐ Exp
☐ Not City EE
☐ Other _____

Reviewer

PLEASE TYPE OR PRINT CLEARLY

All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/apt #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cell Phone _____ Email Address _____
(Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? ☐ Yes ☐ No

Do you claim 10 points preference based on veteran's disability? ☐ Yes ☐ No

Are you related to anyone currently employed by the City of Stamford? ☐ Yes ☐ No

If yes, name, and job title or department

Name _____

Job Title or Dept. _____

Are you requesting City of Stamford Residency Points? Yes No

RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____	Dates of Employment _____
	From/To
Employer Address _____	#of hour per week _____
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Name of Employer _____	Dates of Employment _____
	From/To
Employer Address _____	#of hour per week _____
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- | | | | | |
|---------------------------|--------------------------|-----|--------------------------|----|
| A. Your former employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| B. Your present employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____

Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native ☐

All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian ☐

All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American ☐

(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino ☐

☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander ☐

All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White ☐

(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.

Other ☐

Please Specify:

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender

Female ☐

Male ☐

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

☐

(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

☐ Stamford Advocate

☐ Other newspaper:

Please give name _____

☐ City Website

☐ Internet

Please give name _____

☐ City Employee

☐ Human Resources Division Bulletin Board

☐ Community Agency

Please give name _____

☐ Professional journal _____

☐ Other: Please specify _____