State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION ENGINEER 3 (ENGINEERING)

ANNUAL SALARY:	$74,611 $106,972	SALARY GROUP:	FS 27a	APPLICATION CLOSING DATE:	SEE BELOW	EXAM NO:	081710CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH DATES FOR 2011)

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for acting as a working lead who assists a supervisor in supervising a designated group of employees and/or for performing the most complex engineering or related tasks in one or more aspects of engineering projects or studies in the areas of administration, bridge design, design, drainage, electrical, foundations, hydraulics, maintenance, operations, pavement management, regulation compliance, rehabilitation, research, traffic or utilities.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: A Bachelor's degree in Engineering and three years of experience in transportation engineering.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the working level in a professional transportation engineering capacity. For state employees this is interpreted at the level of Transportation Engineer 2 (Engineering).

SUBSTITUTIONS ALLOWED: (1) Possession of Professional Engineer (PE) licensure from the Department of Consumer Protection State Board of Examiners for Professional Engineers and Land Surveyors consistent with C.G.S.§20-302 may be substituted for the Bachelor's degree requirement. (2) Possession of Engineer-In-Training (EIT) licensure from the Department of Consumer Protection State Board of Examiners for Professional Engineers and Land Surveyors consistent with C.G.S.§20-302 may be substituted for the Bachelor's degree requirement. (3) A Master's degree in engineering may be substituted for one year of the General Experience. (4) Current incumbents in the class of Transportation Engineer 2 (Engineering) who do not possess the degree or certification/licensure qualifications as detailed on this class specification may be considered for promotion to Transportation Engineer 3 (Engineering) upon having three years experience in transportation engineering. One of the three years must have been as a Transportation Engineer 2 (Engineering)

SPECIAL REQUIREMENT: Incumbents may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to some danger of injury or physical harm from highway or construction environments and a moderate degree of discomfort from exposure to year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices involved in transportation engineering such as bridge design, foundations, highway design, transportation facilities design, transportation planning, maintenance, drainage or hydraulics, research, pavement design, pavement management and traffic; knowledge of administrative and financial controls with respect to transportation engineering plans, contracts, projects and reports; considerable knowledge of operational methodologies and established policies; considerable analytical, problem solving and technical report development skills; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret and apply principles of information systems and technologies; ability to analyze plans and estimates; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Material (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION **INSTRUCTIONS**: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job Transportation Engineering 3 (Engineering), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Engineering 3 (Engineering) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience in Transportation Engineering.** Describe your best or highest level of experience in one or more of the following areas: (a) Preparation of designs, plans and estimates for transportation improvement projects. Describe your experience in the design and preparation of plans, specifications and estimates for one or more transportation systems (highways, bridges, roadway drainage systems, intelligent transportation systems, lighting/illumination systems, traffic control systems, etc.). Describe briefly the nature, size, scope and budget amount of the projects on which you worked. Describe briefly your specific activities and responsibilities, including those aspects of projects for which you had final authority on design decisions (if any). (b) Preparation or review of engineering studies related to transportation improvement projects. Describe your experience preparing engineering studies related to improvement projects for one or more transportation systems (highways, bridges, drainage systems, intelligent transportation systems, lighting/illumination systems, traffic control systems, etc.) OR your experience reviewing engineering studies prepared by others to ensure these are accurate/correct and conform to standards. Describe briefly the purpose of the review/study, the nature of the transportation system involved, the nature of the technical analyses and/or reports produced, and whether you worked alone or as a member of a team. (c) Support of the operation and maintenance of complex transportation systems. Describe your experience providing on-site technical support for set-up, operation, and/or complex repairs to ensure to the proper function of one or more transportation systems (highways, bridges, drainage systems, intelligent transportation systems, lighting/illumination systems, traffic control systems, etc.). Describe briefly the most complex operational and/or repair problems you dealt with, and your specific activities and responsibilities, including those matters (if any) where you had final authority on operation or maintenance activities. (d) Support of financial, regulatory and permitting components of transportation projects. Describe your experience supporting the financial (funding and budgetary), regulatory and/or permitting components of transportation projects, such as assisting in the application for federal funding/reimbursement programs, providing guidance in the design/development of projects to ensure eligibility for federal reimbursement, providing guidance to regional municipalities in qualifying for federal programs/grants, administering state bonds for transportation projects, providing administrative or budgetary oversight for transportation projects to ensure compliance with state or federal programs, reviewing applications for special permits for travel on highways/roadways/bridges. Describe briefly the nature of the state or federal programs or regulations with which you worked, and your specific activities and responsibilities. **(2) Lead/Supervisory Experience.** Describe your experience directing and overseeing the work of engineers and lower level staff, or individuals on contract, in transportation engineering projects or related transportation engineering functions. Indicate whether your duties were lead in nature or whether you had full supervisory responsibility. Include the number and job titles of staff you have led or supervised, and your specific lead/supervisory responsibilities (scheduling, assigning and reviewing work, conducting performance appraisals, etc). Describe your experience in leading/supervising team projects, including the nature of the project and your role in the coordination, supervision and monitoring of team activities. **(3) Oral/interpersonal and Written Communications Experience.** Describe the contact you had with other state agencies, contractors, consultants, local officials and/or the general public related to transportation improvement projects. Include your experience working with others to solve engineering problems. Describe your experience in making presentations and/or conducting meetings. Be specific in detailing the purpose and nature of these contacts/meetings, the persons with whom you met and the outcome. Describe your experience preparing written correspondence, engineering reports, studies, requirements, recommendations, etc. Describe the nature and purpose of the written materials you prepared, and for whom they were prepared. **Section 2** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. **(5)** Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 **(Secure Fax #860-622-2840)**. If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** A separate application/examination package must be submitted for each examination you are applying for. **(8)** Application/examination packages must be date stamped by DAS/Human Resources or postmarked by **NOVEMBER 7, 2011 for the DECEMBER 16, 2011 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) or at the Office of the Connecticut State Job Centers.

(revised October 21, 2011)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.