



# Department of ADMINISTRATIVE SERVICES Job Postings



**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Transportation Construction Administrator  
Bureau of Engineering and Construction**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** Newington Connecticut Administration Building  
**Job Posting No.:** 28648  
**Hours:** 40 hours per week  
**Closing Date:** Monday, July 31, 2017, 4:00 p.m.  
**Salary:** Salary grade MP-73 (\$118,813 - \$162,003 annually)

There is a Transportation Construction Administrator position available in the Bureau of Engineering and Construction, Office of Construction, in the Newington Administration Building. This position requires active Professional Engineer (PE) licensure from the State of Connecticut Department of Consumer Protection State Board of Examiners for Professional Engineers and Land Surveyors consistent with C.G.S. §20-302.

**Position Description:** This position is responsible for administering the programs and duties of all transportation related construction operations on a statewide basis. Duties include administering staff and operations of the office; coordinating, planning, and managing office activities; formulating program goals and objectives; developing or assisting in development of related policy; interpreting and administering pertinent laws; evaluating staff; preparing or assisting in preparation of office budget; maintaining contact with individuals both within and outside of the office who might impact on program activities; planning, coordinating, and administering all district engineering functions and other field operations including construction and timely completion of projects; developing and making recommendations for plans and specifications for construction and reconstruction of transportation facilities, highway property and other structures; making recommendations regarding establishment of standards and procedures for engineering office work, resolution of claims, and granting of time extensions; making field reviews of major problems in construction; assuring safety and convenience of the public during progress of construction; monitoring program scheduling and determining staffing requirements; performing related duties as required.

#### **MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of the principles, practices, and techniques of highway construction engineering; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to direct a large scale program of highway engineering.

Additionally, considerable experience in and knowledge of transportation construction project management and considerable ability to direct a large scale construction program are highly preferred qualifications.

#### **EXPERIENCE AND TRAINING:**

**General Experience:** Eleven (11) years of professional experience in the planning and execution of complex transportation engineering projects.

**Special Experience:** Two (2) years of General Experience must have been in a managerial capacity in the field of transportation engineering with responsibility for policy formulation and complex project management for major bridge or highway design or highway construction projects.

**NOTES:** 1. Managerial capacity is defined as full time managerial responsibility for major programs. Position will have supervisory responsibilities but the emphasis should be managerial activities: planning, organizing, directing and controlling resources of a major subdivision of an agency or organization. 2. For State employees, the Special Experience is interpreted at or above the level of Transportation Assistant District Engineer.

**SPECIAL REQUIREMENT:** **Incumbents must possess 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.

**Application Instructions:** To apply, candidates who meet the requirements listed above must submit a cover letter which details their interest and suitability for the position, resume, and [application \(State of Connecticut Application for Examination or Employment Form CT-HR-12\)](#). State employees must also include copies of their last two performance evaluations. Send to:

**Ms. Cynthia Young  
Department of Transportation  
Bureau of Engineering and Construction, Room 3137  
2800 Berlin Turnpike  
Newington, CT 06131-7546**

Applications forms are available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Interviews may be limited to candidates whose qualifications most closely meet the requirements of this position. The results of these interviews may be used to fill future Transportation Construction Administrator vacancies that occur in the Bureau of Engineering and Construction in the next year.

#### **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.