



Department of ADMINISTRATIVE SERVICES Job Postings



DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY Transportation Maintenance Planner 1 Bureau of Highway Operations

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer.
Location: District 2 Headquarters, 171 Salem Turnpike, Norwich, CT
Job Posting No: **PN#29141**
Hours: Monday through Friday, 7:30 a.m. – 4 p.m.
Salary: Pay Grade FT 21 Annual \$62,587 - \$80,229
Closing Date: July 11, 2016

Eligibility Requirement: Candidates must have applied for and passed the Transportation Maintenance Planner 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties: The incumbent of this position will be responsible for reviewing, investigating and evaluating maintenance problems associated with projects such as paving, drainage, bridge maintenance, winter and emergency maintenance and traffic regulatory activities and recommends solutions; during construction projects attends pre-construction meetings and semifinal inspections as a maintenance representative; develops plans and estimates; forecasts labor, equipment and material needs; prepares work schedules; reviews permit applications and drafts agreements; provides assistance to operations personnel; investigates liability claims and complaints; performs research directed to improve operational methods and supervisory techniques and increase equipment efficiency; performs field reviews of state agency roadway work requests; reviews funding and coding for projects; reviews contracts for compliance with Equal Employment Opportunity and Affirmative Action regulations; may supervise complex repairs to roadways and structures; may review estimates and utility adjustments with municipalities; may review state property for lease or release and determine maintenance needs; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of highway maintenance and construction methods and materials; knowledge of principals and practices of determining needs and preparing maintenance programs; some knowledge of basic engineering principles and practices; interpersonal skills; oral and written communication skills; ability to read and interpret engineering drawings; ability to understand and apply relevant statutes and policies pertaining to highway maintenance; organizational ability; ability to utilize computer software; some supervisory ability.

General Experience: Five (5) years of experience coordinating highway maintenance project activities including planning, scheduling, budgeting or other related activities.

Substitutions Allowed:

(1) College training in civil engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

(2) For State Employees:

- Experience as a Transportation District Electrical Supervisor, Transportation District Services Agent 1, Transportation Engineer 1 (Construction Engineering) in Highway Maintenance, Transportation General Supervisor (Bridge Maintenance) (Maintenance) (Signs and Markings) or Transportation Supervisor (Bridge Maintenance) may be substituted for the General Experience
- One (1) year of experience as a Transportation Landscape Designer 1 may be substituted for the General Experience.
- Three (3) years of experience as a Transportation Maintenance Crew Leader (Bridge Maintenance) (Electrical Maintenance) (Highway Maintenance) (Signs and Markings) (Tree Maintenance) may be substituted for the General Experience.
- Four (4) years of experience as a Transportation Maintainer 4 responsible for highway maintenance projects or related highway maintenance activities may be substituted for the General Experience

Special Requirements:

- (1) Incumbents in this class may be required to travel.
- (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

If you are interested in this opportunity, you must apply to this posting, even though you may be a current Transportation Maintenance Planner 1 examination list and /or have applied to previous Transportation Maintenance Planner 1 postings to this area (or other areas) of the Department, you must apply to this posting or you will not be considered.

The Candidate pool resulting from these interviews may be used to fill future Transportation Maintenance Planner 1 vacancies that may become available within District 2 for a period not to exceed 12 months from the closing date of this posting or until the examination list for the Transportation Maintenance Planner 1 expires, whichever occurs first.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a completed application for Examination or Employment (CT-HR12). **State employees must also submit copies of their last (2) service ratings.**
Submit application no later than July 11, 2016 to:

DEPARTMENT OF TRANSPORTATION
171 SALEM TURNPIKE
NORWICH, CT 06360
Ann Januszewski, Human Resources Specialist
860-823-3232
Ann.Januszewski@ct.gov

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.