



# Department of ADMINISTRATIVE SERVICES Job Postings



**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Transportation Maintenance Planner 2  
Bureau of Highway Operations – Staff Maintenance**

**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:** Staff Maintenance, 2800 Berlin Turnpike, Newington, CT  
**Job Posting No:** 28930  
**Hours:** Monday through Friday, 7:30 a.m. – 4 p.m.  
**Salary:** Pay Grade FS22a Annual \$64,304 - \$92,859  
**Closing Date:** July 15, 2016

**Eligibility Requirement:** Candidates must have applied for and passed the Transportation Maintenance Planner 2 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-related activities associated with projects such as paving, drainage, bridge maintenance, winter and emergency maintenance and traffic regulatory activities and recommending solutions; during construction projects attends pre-construction meetings and semifinal inspections as a maintenance representative; develops plans and estimates for maintenance projects utilizing DAS contracts and field reviews; forecasts labor, equipment and material needs; prepares work schedules; reviews permit applications and drafts agreements; provides assistance to operations personnel; assists Facilities Design on capital improvement projects; 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 principles 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; knowledge of contract specifications; some supervisory ability.

**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 2 examination list and /or have applied to previous Transportation Maintenance Planner 2 postings to this area (or other areas) of the Department, you must apply to this posting or you will not be considered.

Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position.

The Candidate pool resulting from these interviews may be used to fill future Transportation Maintenance Planner 2 vacancies that may become available statewide 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 2 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 Friday, July 15, 2016 to:**

**Department of Transportation  
1107 Cromwell Avenue  
Rocky Hill, CT 06067  
Diane Tyc, Principal Human Resources Specialist  
Fax: (860) 258-4546  
Diane.Tyc@ct.gov**

Application forms are available at the [Department of Administrative Services website](#). Applications must be postmarked no later than the closing date indicated above. Incomplete applications where the required documentation, as indicated above, is not submitted will not be considered for this position.

Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.

**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.