

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
TRANSPORTATION DISTRICT SERVICES AGENT 2
DISTRICT 1 SPECIAL SERVICES SECTION UNIT, ROCKY HILL**

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

Open To: Candidates on a current examination list for this title (See "Eligibility Requirements")

Location: District One, 1107 Cromwell Avenue, Rocky Hill

Job Posting No: 30604

Hours: 40 hours per week

Salary: FS22a, \$64,304 - \$92,859

Closing Date: August 14, 2015

The Connecticut Department of Transportation currently has a Transportation District Services Agent 2 position opportunity in the Bureau of Highway Operations, Special Services Section Unit, Rocky Hill. This position may be filled by lateral transfer or promotion. This position is in the P-4 bargaining unit.

Duties: to include, but not limited to, investigates requests for encroachment permits on work affecting state highway rights of way; coordinates permit investigations with various DOT personnel and incorporates comments, related specifications and detail sheets into written correspondence; confers with contractors, engineers, towns, property owners and others concerning construction and rights of way plans; checks agreements, applications, forms, coordinating permits, and related documents for accuracy; recommends and writes permits for approved work to be performed; investigates complaints; conducts field reviews and inspects all features associated with road widening and traffic signal installations, and prepares detailed technical reports.

As a Lead Level, distributes, prioritizes, oversees and reviews office unit work; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies consultant staffs and other outside officials regarding Departmental policies and standards; prepares reports and correspondence.

Knowledge, Skills and Abilities: Knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of basic principle and practices of highway engineering as applied to construction, reconstruction, maintenance and survey; considerable interpersonal skills; oral and written communication skills; ability to read and interpret plans, maps, specifications, regulation and statutes; ability to conduct technical research and prepare technical reports, charts and graphs, ability to utilize computer software; some lead ability

Working conditions: Incumbents in this class may be required to travel and 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.

Eligibility Requirement: Candidates must have applied for and passed the Transportation District Services Agent 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.

Candidates may refer to the DAS website at <http://www.das.state.ct.us/HR/JobspecNew/JobDetail.asp?FCC=7004> for job specification. The results of this interview process may be used to fill future Transportation District Services Agent 2 positions that may become available in District One for a period not to exceed 6 months from the closing date of this posting or until the next Transportation District Services Agent 2 examination list is promulgated, whichever occurs first.

Note: If you are interested in this opportunity, you must apply to this posting, even though you may be on a current Transportation District Services Agent 2 examination list and/or may have applied to previous Transportation District Services Agent 2 postings for this area or other areas of the Department, you must apply to this posting or you will not be considered.

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

Application Instructions: Interested and eligible candidates who meet the above "Eligibility Requirements" must submit a completed Application for Examination or Employment (CT-HR12), copies of their last two (2) service ratings, no later than Friday, August 14, 2015 to:

**Diane Tyc, Principal Human Resources Specialist
Department of Transportation
1107 Cromwell Avenue
Rocky Hill, CT 06067**

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

Incomplete applications where the required documentation, as indicated above, is not submitted will not be considered for this position. Applications will be accepted by US Mail only and must be postmarked no later than the closing date indicated above.

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.