



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF TRANSPORTATION

**DEPARTMENT OF TRANSPORTATION MAINTENANCE CREW
LEADER (AUTOMOTIVE MAINTENANCE)**

ANNUAL SALARY: \$50,662	SALARY GROUP: TC 20	APPLICATION CLOSING DATE: OCTOBER 22, 2012	EXAM NO: 121710APMC
SALARY: \$64,875			

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for acting as a working supervisor for an assigned group of Department of Transportation Maintainers and/or Qualified Craft Workers engaged in automotive maintenance and repair.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **OCTOBER 22, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE AT THE **DEPARTMENT OF TRANSPORTATION** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Two years of skilled experience in automotive maintenance and repair. (Note: For state employees the General Experience will be interpreted at the level of Department of Transportation Maintainer 3.)

SPECIAL REQUIREMENTS: (1) Incumbents in this class will be required to accept assignment to emergency duties including snow and ice removal as required. (2) Incumbents in this class may be required by the appointing authority to possess the appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina and agility and visual and auditory acuity and must maintain such physical fitness necessary for effective performance of the duties. A physical examination may be required.

WORKING CONDITIONS: Incumbents in this class are exposed to extremes of weather conditions, to frequent lifting of heavy weights, to highly dangerous road and traffic conditions, including exposure to heights when working on bridges, to poison ivy, insect bites and allergy irritants during summer months, and to loud and potentially dangerous machinery. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of the materials, equipment and approved methods in the maintenance and repair of automotive and mechanical equipment; skill in the operation, repair and maintenance of automotive and highway equipment; ability to diagnose motor and equipment problems; ability to use complicated testing equipment and welding devices; Interpersonal skills; oral and written communication skills; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: FRIDAY, NOVEMBER 30, 2012.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by October 22, 2012. A separate application form must be submitted for each exam you 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 Department of Transportation.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities and military veterans.