



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF ENVIRONMENTAL PROTECTION

ENVIRONMENTAL PROTECTION OPERATIONS SUPERVISOR

ANNUAL SALARY: \$74,648	SALARY GROUP: PS 21	APPLICATION CLOSING DATE: NOVEMBER 24, 2010	EXAM NO: 101300CMB
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[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW](#)

PURPOSE OF CLASS: In the Department of Environmental Protection this class is accountable for supervising a staff responsible for performing a range of complex assignments dealing with a division's field operations.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF DEPARTMENT OF ENVIRONMENTAL PROTECTION WHO BY NOVEMBER 24, 2010 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Seven years of experience in the operation, development, and maintenance of natural resources programs and facilities.

SUBSTITUTIONS ALLOWED: (1) College training in the areas of civil engineering or natural resources management may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in civil engineering or natural resources management may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: Incumbents of this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of the principles and practices of facility, park and recreation area operation and maintenance; considerable knowledge of the methods, materials and equipment in construction, maintenance, operation and repair of building equipment and grounds; knowledge of land use planning; knowledge of recreational law enforcement; considerable interpersonal skills; considerable oral and written communications skills; ability to initiate and oversee projects; ability to read and interpret blueprints; ability to prepare reports and records; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u> EXPERIENCE AND TRAINING	<u>WEIGHT</u> 100%
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APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) **Completed Application Form (CT-HR-12)**
- (2) **Supplemental Examination Material (see instructions below)**

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Environmental Protection Operations Supervisor, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Environmental Protection Operations Supervisor cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in the operation and maintenance of a public park or recreational facility. Detail your experience in any of the following areas: parks, forests, wildlife management areas, historic sites, beaches, campsites, boating access areas, recreational facilities and hatcheries. Indicate the size, type location and the actual duties you performed. Detail your experience administering and enforcing environmental laws and regulations concerning use of parks and recreational facilities. Describe your actual duties in this area. Describe your experience in land use planning. Include any experience you have developing or making recommendations on development of policies and procedures. Also include your experience analyzing maintenance operations and programs and recommending changes. **(2)** Supervisory experience. Detail your experience leading and/or supervising others including the number and job titles of those you lead/supervised. Include any experience conducting performance evaluations, scheduling and assigning work and hiring and training staff. Detail your experience coordinating the utilization of equipment and staff. Indicate any experience you have supervising the operation, programs, safety and maintenance activities within a designated recreational unit. **(3)** Interpersonal/oral and written communication experience. Describe the types, content, format and/or make-up of the records, summaries, correspondence and/or reports you have written (e.g. public attendance records, accident and vandalism reports, use and condition of facilities reports etc.) Describe your experience in the preparation of land acquisition, use and development plans. Describe any experience you have dealing/interacting with others which you feel demonstrate your oral and interpersonal communication skills. Be specific in explaining the nature of those dealings and the level/title of the individuals whom they were with. Be specific regarding your experience acting as a liaison with others including the parties involved, purpose of the contact and your exact role. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 24, 2010. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875)**. If faxing materials 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. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** Examination scores will be mailed by December 30, 2010. **(8)** A separate application/examination package 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/cr1.aspx?page=13>) or at the Department of Environmental Protection.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous 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, and persons with disabilities.