



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION**

**ENVIRONMENTAL PROTECTION OPERATIONS SUPERVISOR**

**ANNUAL \$74,648**  
**SALARY: \$100,342**

**SALARY**  
**GROUP: PS 21**

**APPLICATION CLOSING**  
**DATE: AUGUST 3, 2012**

**EXAM**  
**NO: 121310APMB**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Energy and 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 ENERGY AND ENVIRONMENTAL PROTECTION** WHO BY **AUGUST 3, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF ENERGY AND 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 equaling 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:** (1) Incumbents of this class may be required to travel. (2) Incumbents in this class may be required to possess and obtain a valid Motor Vehicle Operator's license.

**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; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<u>PART</u>	<u>WEIGHT</u>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by August 3, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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. **Examination scores will be mailed by September 14, 2012.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://www.das.state.ct.us/exam>) or at the Department of Energy and 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, persons with disabilities and military veterans.