



*State of Connecticut*  
**EXAM ANNOUNCEMENT**

**EXAMINATION OPEN TO THE PUBLIC  
POWER PLANT SUPERVISOR**

ANNUAL \$68,411	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$89,162	GROUP: TC 25	DATE: <b>MARCH 22, 2016</b>	NO: 160250OCMAT

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** At the University of Connecticut, Storrs this class is accountable for supervising the operation and maintenance of the cogeneration power plant.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 22, 2016**.

**GENERAL EXPERIENCE:** Six years of experience in the operation, maintenance and repair of a cogeneration power plant.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a lead capacity. NOTE: For State Employees this is interpreted at the level of Lead Power Plant Operator.

**SUBSTITUTION ALLOWED:** College training in mechanical engineering or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of three years for a Bachelor's degree.

**PHYSICAL REQUIREMENT:** 1) Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. 2) A physical examination may be required.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to noise, dust, heat and risk of injury from equipment.

**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 cogeneration power plant operations and distributed control systems; considerable knowledge of theory and application of operation of large steam turboelectric generating equipment and large high pressure boilers equipped with super heaters; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; ability to utilize computer software.

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

**APPLICATION/EXAMINATION PROCEDURE**

**APPLICANTS MUST SUBMIT:**

- (1) **Completed Application Form (CT-HR-12)**
- (2) **Supplemental Examination Materials (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 Power Plant Supervisor include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Power Plant 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 of electrical/steam cogeneration equipment.** Be specific in describing your duties and responsibilities in this area. Detail your experience establishing plant operational procedures and your responsibility for monitoring operations to ensure operational safety, efficiency and effectiveness. Detail your experience in creating plans for maintenance and repair of a cogeneration power plant. Also indicate the size and grade plant designation, plant output capabilities and number of customers served. Be sure to include your experiences running electrical generator equipment in coordination with other electrical generators in parallel and/or the electrical distribution grid. Describe the types of control systems you have used to control the coordination of power plant equipment. **(2) Interpreting and applying statutes, laws and regulations.** Indicate any power plant employment experience which you have had which has given you knowledge of laws and regulations in this area (include titles and dates). Particularly important is describing your experiences operating a power plant under the restrictions of either Title 5 Air Emissions permit or other air emissions permits. Describe your experience conducting inspections to determine compliance with applicable regulations. Also, please describe any experience you have had interpreting legislation or regulations as related to licensing, proposed remedial actions, suspected violations or court actions. **(3) Administrative experience.** Describe in detail your experience in administering budgets for a power plant or other large utility or business entity. Be specific in describing dollar amounts involved, forecasting and/or accounting methods used. Detail your experience and your role in establishing company goals and objectives, how you worked towards achieving those goals and how success was measured. Describe any experience you have had in creating company policies and procedures. Discuss your role in creating any detailed reports, specifications, correspondence or presentations. **(4) Lead/Supervisory experience.** Detail your experience leading or supervising others in the operation of power plant equipment. Indicate your responsibilities providing staff training, scheduling, work assignment, conducting performance evaluations and taking necessary disciplinary action. Be specific as to whether you performed full supervisory functions or led others and include the number and titles of staff involved. Include any experience serving as project or team leader or overseeing the work of contracted employees. **Section 2.** Education: 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 MARCH 22, 2016.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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 MAY 17, 2016.** **(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/employment>) or at the Offices of the Connecticut State Job Centers.

**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.