



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF TRANSPORTATION

**TRANSPORTATION DISTRICT MAINTENANCE
SPECIAL SERVICES SECTION MANAGER**

**ANNUAL \$85,099
SALARY: \$109,159**

**SALARY
GROUP: MP 66**

**APPLICATION CLOSING
DATE: OCTOBER 25, 2012**

**EXAM
NO: 121740APMC**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Transportation, Bureau of Highways this class is accountable for supervising engineers and technicians in the investigation and inspection of permits, traffic and drainage issues and coordinating district maintenance training programs in a District Maintenance Office.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **OCTOBER 25, 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: One year of lead and/or supervisory experience involving the planning, inspection and/or administration of highway maintenance projects. [Note: For state employees lead and/or supervisory experience is interpreted at the level of Transportation Supervising District Services Agent, Transportation Supervising Maintenance Planner, Transportation Maintenance Planner 3 or Transportation Engineer 3 in charge of the district traffic or drainage function.]

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of principles and practices of highway engineering; knowledge of principles and practices of traffic engineering and operations; knowledge of scope and function of traffic safety work; knowledge of highway drainage engineering, construction and maintenance; knowledge of roadside development and designs; considerable interpersonal skills; considerable oral and written communication skills; ability to read and interpret plans, blueprints and specifications.

THE EXAMINATION WILL BE COMPOSED OF:

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

APPLICATION AND EXAMINATION 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, 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 October 25, 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 December 10, 2012.**

NOTE: Applicants who applied for the passed the recent examination for Transportation District Maintenance Special Services Section Manager (#120070APMC) do not need to reapply. The lists from examination #120070APMC and examination #121740APMC will be consolidated.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and 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.