



Department of
ADMINISTRATIVE SERVICES
Job Postings



DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY

TRANSPORTATION MATERIAL STORAGE SUPERVISOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates will need to have taken and passed the examination announced by DAS
Location: Newington, CT
Job Posting No: 28507
Hours: 7:00 am to 3:30 pm
Salary: AR-25: \$72,786.00 to \$93,813.00 annual
Closing Date: December 6, 2016

The Department of Transportation currently has a Transportation Material Storage Supervisor position available in the Materials Management unit of the Bureau of Finance & Administration.

Eligibility Requirement: Candidates must apply for and pass the Transportation Material Storage Supervisor examination announced by DAS. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of handling and storing materials, supplies, and repair parts; considerable knowledge of the methods and procedures of stock control and storage; considerable knowledge of relevant agency policies and procedures; knowledge of purchasing principles and procedures; considerable interpersonal skills; considerable oral and written communications skills; considerable ability in adapting general office practices and procedures to stores control; supervisory ability; ability to audit stock accounts; ability to keep records and make reports; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: Six (6) years of experience in materials storage handling in charge of a large complex stores operation.

Special Experience: Two (2) years of the General Experience must have been in a lead or supervisory capacity.

Note: For State Employees, lead experience is interpreted at the level of Department of Transportation Maintainer 3. Supervisory experience is interpreted at the level of Material Storage Supervisor 1.

Substitution Allowed:

College training in business administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months experience to a maximum of four (4) years.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. The candidate pool resulting from these interviews may be used to fill future Transportation Material Storage Supervisor positions in the Materials Management Unit, Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should complete and submit the following documents by mail: cover letter, resume, and application for Employment ([CT-HR-12](#)) postmarked by December 6, 2016. **State employees must also include copies of their last two (2) service ratings.** Applications will not be considered without all the required documents. Application documents should be mailed to:

Suzanne Donlon
Director of Business Services and Inventory Management
Bureau of Finance & Administration room 2433 SW
Department of Transportation
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546

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.