



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF TRANSPORTATION**

**TRANSPORTATION EQUIPMENT REPAIR MANAGER**

<b>ANNUAL SALARY:</b> \$85,099	<b>SALARY GROUP:</b> MP 66	<b>APPLICATION CLOSING DATE:</b> APRIL 24, 2012	<b>EXAM NO:</b> 120750APPD
<b>SALARY:</b> \$109,159			

**PURPOSE OF CLASS:** In the Department of Transportation, Office of Maintenance and Highway Operations, this class is responsible for directing the operations of the Equipment Repair Section.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE DEPARTMENT OF TRANSPORTATION WHO BY **APRIL 24, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE DEPARTMENT OF TRANSPORTATION AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Nine years of experience in a large scale program of automotive and/or highway equipment maintenance.

**SPECIAL EXPERIENCE:** Three years of the General experience must have been in a supervisory capacity. [Note: For State employees the Special Experience will be interpreted at or above the level of Transportation Garage Supervisor.]

**SPECIAL REQUIREMENT:** Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to risk of injury when driving in snowstorms.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of the design, operational requirements and capacities of automotive equipment, highway maintenance equipment, repair shop equipment, and service patrol equipment; considerable knowledge of principles and methods of determining operational equipment needs and preparing operational equipment programs; considerable knowledge of machine shop, repair garage and service patrol operations; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze equipment repair problems and determine solutions; ability to prepare equipment designs and specifications.

<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 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 April 24, 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 June 11, 2012.**

**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 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.