



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF TRANSPORTATION**

**TRANSPORTATION MAINTENANCE PLANNER 3**

**ANNUAL \$64,594      SALARY      APPLICATION CLOSING      EXAM**  
**SALARY: \$93,134      GROUP: FS 24      DATE: APRIL 27, 2012      NO: 120850APMC**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Transportation, Central Office of Maintenance or a District Maintenance Office this class is accountable for acting as a working lead who assists in supervising a designated group of employees and/or performing the most complex professional tasks in the preparation of engineering, budgetary, planning studies and reports and planning of state and federal maintenance and construction projects.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **APRIL 27, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF TRANSPORTATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Seven years' experience coordinating highway maintenance activities including planning, scheduling, budgeting or other related activities.

**SUBSTITUTIONS ALLOWED:** (1) College training 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) One year of experience as a Transportation District Electrical Supervisor, Transportation Engineer 2 or Transportation General Supervisor may be substituted for the General Experience. (3) Two years' experience as a Transportation Supervisor (Bridge Maintenance) (Highway Maintenance) may be substituted for the General Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of highway related maintenance methods, materials and equipment; considerable knowledge of principles and methods of determining maintenance needs and preparing programs; knowledge of basic civil engineering principles and practices; interpersonal skills; oral and written communication skills; ability to read and interpret plans and drawings; ability to understand and apply relevant statutes and policies pertaining to highway maintenance; some supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**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 April 27, 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 12, 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.