



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF TRANSPORTATION**

**TRANSPORTATION EQUIPMENT REPAIR ASSISTANT  
SUPERVISOR**

**ANNUAL \$65,637  
SALARY: \$85,380**

**SALARY  
GROUP: TC 26**

**APPLICATION CLOSING  
DATE: JULY 30, 2012**

**EXAM  
NO: 121260APMC**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Transportation, this class is accountable for assisting in the direction of the statewide repair garage field operations and the machine shop in the Office of Maintenance.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **JULY 30, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF TRANSPORTATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Three years' experience in a supervisory capacity in a large scale program of automotive or highway equipment maintenance. [Note: For State employees, the supervisory experience will be interpreted at or above the level of Transportation Garage Supervisor.]

**SPECIAL REQUIREMENT:** The appointing authority may require the possession of appropriate current licenses or permits during employment in this class.

**WORKING CONDITION:** Incumbents may be exposed to some risk of injury when driving in snowstorms.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the mechanisms and standard methods of repairing and adjusting automotive and highway maintenance equipment; knowledge of the design, requirements and capacities of various types of highway maintenance and repair shop equipment; knowledge of machine shop operations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to inspect and test new and overhauled equipment, including shop repair equipment, welding and cutting equipment, and standard machine tools; supervisory ability.

<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 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 July 30, 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 September 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.