



EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION LANDSCAPE DESIGNER 1

ANNUAL \$52,515
SALARY: \$68,054

SALARY
GROUP: FT 18

APPLICATION CLOSING
DATE: NOVEMBER 12, 2014

EXAM
NO: 141600OCMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, Bureau of Highways this class is accountable for providing landscape maintenance, permit review and inspection and the investigation of complaints relative to landscaping issues within rights of way.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 12, 2014**.

GENERAL EXPERIENCE: Four years of experience in landscape architectural design, horticulture, plant science or forestry.

SUBSTITUTIONS ALLOWED: College training in landscape architectural design, horticulture, plant science or forestry 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.

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.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles and practices of landscape architecture; knowledge of soils, horticulture, planting, seeding and landscape materials; skill in use of drafting and calculating equipment; interpersonal skills; ability to apply basic landscape architectural principles and practices in planning and design of landscape projects; ability to keep records and make reports; ability to prepare and interpret specifications; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
 - (2) **Supplemental Examination Materials (see instructions below)**

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Transportation Landscape Designer 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Landscape Designer 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in the preparation of landscape design plans. Describe your experience either assisting with or directly preparing project site landscape design plans. Be specific as to the nature of these projects and your role. Briefly explain the approach you used in developing a landscape design, including the selection of appropriate plant species and materials, terrain utilization issues, soil issues, historic/cultural preservation issues, environmental issues, and the protection of plants once installed. Describe your experience in the use of design CADD software to prepare landscape design plans. Describe your experience working with local, state, or federal regulations. **(2)** Experience in the inspection of plant materials. Describe your experience inspecting plants to determine health and insect infestation; explain the purpose of such inspections and explain the types of things you looked for when inspecting plant materials. Describe your experience selecting plants for use in landscape projects and explain the types of things you look for when selecting plantings; explain how plant size and height, and the standards for nursery stock were used in making plant selections. **(3)** Experience supervising the installation of plantings in accordance with prepared landscape design plans. Describe your experience in directing or supervising the installation of plantings. Describe your experience reviewing newly established plantings; detail your role in inspecting new plantings for health and conformance with landscape design plans, and your role in making recommendations for replanting. **(4)** Experience working with other professionals. Describe your experience working with civil engineers, architects or hydrologists in the development of landscape designs for highway or building design projects. Include your experience explaining or interpreting landscape design plans for others. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by NOVEMBER 12, 2014.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by JANUARY 5, 2015.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

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

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.