



**EXAMINATION OPEN TO THE PUBLIC**

**TRANSPORTATION MAINTENANCE ADMINISTRATOR**

**ANNUAL \$111,992 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$143,652 GROUP: MP 73 DATE: MAY 20, 2013 NO: 130270OCFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Transportation, this class is accountable for administering the programs and operations of all highway related maintenance operations, including snow and ice removal, on a statewide basis.

**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 MAY 20, 2013:

**GENERAL EXPERIENCE:** Eleven years of professional experience in the administration of large scale transportation maintenance or highway operations programs and activities.

**SPECIAL EXPERIENCE:** Three years of experience in a managerial capacity in highway or bridge maintenance, transportation maintenance planning, or in transportation special services (oversight of utility and construction permits, traffic, drainage and/or accident claims investigations). [Note: For State employees the Special Experience will be interpreted at the level of Transportation Maintenance Director, Transportation Maintenance Planning Manager, Transportation District Maintenance Special Services Section Manager, Transportation Maintenance Manager, Transportation Equipment Repair Manager, Transportation Manager of Bridge Safety and Evaluation, or Transportation Manager of Highway Operations.]

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

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles and techniques of highway maintenance; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant State and Federal regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to manage and coordinate the activities of technical maintenance operations.

**THE EXAMINATION WILL BE COMPOSED OF:**

	<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 May 20, 2013. 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 July 3, 2013.**

**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.