



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF TRANSPORTATION
TRANSPORTATION MAINTENANCE MANAGER**

ANNUAL \$ 98,600	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$134,443	GROUP: MP 69	DATE: JANUARY 17, 2014	NO: 131590APMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Transportation, Office of Maintenance and Highway Operations this class is used in one of two ways: **CENTRAL OFFICE:** Accountable for directing all operational or planning and/or budgeting activities of highway maintenance, including procurement; **ASSIGNED DISTRICT:** Accountable for directing highway maintenance operations.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **JANUARY 17, 2014** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF TRANSPORTATION** AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Nine years of experience in highway or bridge maintenance, maintenance planning, transportation special services (oversight of utility and construction permits, traffic, drainage and accident claims investigations, and development of transportation policies and procedures), or transportation engineering project management.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a managerial or supervisory capacity in highway or bridge maintenance, maintenance planning, transportation special services (oversight of utility and construction permits, traffic, drainage and accident claims investigations, and development of transportation policies and procedures), or transportation engineering project management. **NOTES:** (1) Managerial capacity will be defined as full time managerial responsibility for major programs. Position will have supervisory responsibilities, but the emphasis should be management activities: planning, organizing, directing and controlling resources of a major subdivision at an agency or organization; (2) Supervisory capacity is interpreted as scheduling, assigning and overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards; (3) For State employees the Special Experience will be interpreted at the level of Transportation District Maintenance Special Services Section Manager, Transportation Equipment Repair Manager, Transportation Maintenance Planning Manager, Transportation Equipment Repair Assistant Supervisor, Transportation Equipment General Supervisor, Transportation General Supervisor (Bridge Maintenance) (Maintenance) (Signs & Markings), Transportation Supervising District Services Agent, Transportation Supervising Engineer (Construction Engineering) (Engineering) or Transportation District Electrical Supervisor.

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

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

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of highway maintenance methods, materials and equipment; considerable knowledge of principles and methods of determining maintenance needs and preparing maintenance programs; considerable knowledge of financial and procurement procedures, federal regulations Title 23, plans, specifications, and estimate approval processes; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze maintenance problems and determine solutions.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
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 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 January 17, 2014.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. 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 February 28, 2014. A separate application form 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>) and at the Department of Transportation.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous 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.