



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF TRANSPORTATION**

**TRANSPORTATION MAINTENANCE PLANNER 1**

<b>ANNUAL SALARY: \$57,275</b>	<b>SALARY GROUP: FT 21</b>	<b>APPLICATION CLOSING DATE: AUGUST 2, 2012</b>	<b>EXAM NO: 121281APMC</b>
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**PURPOSE OF CLASS:** In the Department of Transportation, Central Office of Maintenance or a District Maintenance Office this class is accountable for performing technical tasks in the forecasting, planning, operations and administration of a maintenance program.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **AUGUST 2, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF TRANSPORTATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Five years' experience coordinating highway maintenance or related activities.

**SUBSTITUTIONS ALLOWED:** College training in civil engineering or a related field 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. [Notes for State Employees: (1) Experience as a Transportation District Electrical Supervisor, Transportation District Services Agent 1, Transportation Engineer 1 (Construction Engineering) (Engineering) in Highway Maintenance, Transportation General Supervisor (Bridge Maintenance) (Maintenance) (Signs and Markings), Transportation Supervisor (Bridge Maintenance) (Highway Maintenance) may be substituted for the General Experience. (2) One year of experience as a Transportation Landscape Designer 1 may be substituted for the General Experience. (3) Three years of experience as a Department of Transportation Maintenance Crew Leader (Bridge Maintenance) (Electrical Maintenance) (Highway Maintenance) (Signs and Markings) (Tree Maintenance) may be substituted for the General Experience. (4) Four years of experience as a Department of Transportation Maintainer 4 responsible for highway maintenance projects or related highway maintenance activities may be substituted for the General Experience.

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

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Knowledge of highway maintenance and construction methods and materials; knowledge of principles and practices of determining maintenance needs and preparing maintenance programs; some knowledge of basic engineering principles and practices; interpersonal skills; oral and written communication skills; ability to read and interpret engineering drawings; ability to understand and apply relevant statutes and policies pertaining to highway maintenance; organizational ability; some supervisory ability.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b> (Exam questions will cover KSA's listed above.)	<b>PART WRITTEN</b>	<b>WEIGHT</b> <b>100%</b>
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**THE EXAMINATION WILL BE HELD ON: THURSDAY, SEPTEMBER 13, 2012.**

**[Applicants admitted to take the Transportation Maintenance Planner 1 and Transportation Maintenance Planner 2 will only need to attend one examination session. You must apply for both examinations separately if you wish to be considered for jobs at both levels. Reserve the day as the exam may be scheduled in the morning or afternoon.]**

**APPLICATION PROCEDURE:** 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. **Mail applications 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. **Applications must be date stamped by DAS/Human Resources or postmarked by August 2, 2012. 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>) or 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.