



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF TRANSPORTATION

TRANSPORTATION MAINTENANCE PLANNER 2

ANNUAL \$60,612
SALARY: \$87,528

SALARY
GROUP: FS 22a

APPLICATION CLOSING
DATE: DECEMBER 2, 2013

EXAM
NO: 131372APMC

PURPOSE OF CLASS: In the Department of Transportation, Central Office of Maintenance or a District Maintenance Office this class is accountable for independently performing a full range of professional tasks in the planning of state and federal maintenance and improvement projects.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **DECEMBER 2, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF TRANSPORTATION** AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Six years of experience coordinating highway maintenance project activities including planning, scheduling and budgeting.

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 equalling one-half year of experience to a maximum of four years for a Bachelor's degree. **NOTE:** For State employees: (1) Experience as a Transportation District Services Agent 2 or a Transportation General Supervisor (Bridge Maintenance) (Maintenance) (Signs and Markings) may be substituted for the General Experience; (2) One year of experience as a Transportation Maintenance Planner 1, Transportation District Electrical Supervisor, Transportation District Services Agent 1, Transportation Engineer 1 (Construction Engineering) (Engineering) in Highway Maintenance, or Transportation Supervisor (Bridge Maintenance) (Highway Maintenance) may be substituted for the General Experience; (3) Two years of experience as a Transportation Landscape Designer 1 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 related maintenance methods, materials and equipment; knowledge of principles and methods of determining maintenance needs and preparing programs; knowledge of basic civil engineering principles and practices; interpersonal skills; oral and written communication skills; ability to read and interpret plans and drawings; ability to understand and apply relevant statutes and policies pertaining to highway maintenance.

THE EXAMINATION WILL BE COMPOSED OF:

	<u>PART</u>	<u>WEIGHT</u>
(Exam Questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, JANUARY 7, 2014

(Applicants admitted to take the Transportation Maintenance Planner 1 and/or Transportation Maintenance Planner 2 examinations will only need to attend one examination session. You must apply for each examination separately if you wish to be considered for jobs in both titles. 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 December 2, 2013. **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.