



**EXAMINATION OPEN TO THE PUBLIC
TRANSPORTATION SUPERVISOR (SIGN SHOP)**

ANNUAL \$58,031
SALARY: \$74,078

SALARY
GROUP: TC-21

APPLICATION CLOSING
DATE: **SEPTEMBER 18, 2015**

EXAM
NO: 1508800CMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for supervising the work of crews engaged in the manufacturing and maintenance of traffic signs and traffic control devices.

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 **SEPTEMBER 18, 2015**.

GENERAL EXPERIENCE: Five years of experience in the field indicated by the parenthetical title.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a lead or supervisory capacity. **Note:** For State Employees this is interpreted at the level of Transportation Maintainer 4.

SPECIAL REQUIREMENTS: 1) Incumbents in this class will be required to accept assignment to emergency duties including snow and ice removal as required. 2) Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications.

PHYSICAL REQUIREMENT: 1) Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory, acuity and must maintain such physical fitness as to be able to perform the duties of the class. 2) A physical examination may be required.

WORKING CONDITIONS: Incumbents in this class may be exposed to extremes of weather conditions, frequent lifting of heavy weights, highly dangerous road and traffic conditions, poison ivy, insect bites and allergy irritants during summer months and loud and potentially dangerous machinery.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of safety precautions; considerable knowledge of winter road maintenance; some knowledge of first aid; some knowledge of personnel rules; interpersonal skills; oral and written communication skills; ability to utilize computer software; supervisory ability. **SIGN SHOP:** Considerable knowledge of standard practices, supplies, materials, methods, tools and equipment used in manufacturing all types of road signs and traffic control devices; ability to lay out signs from blueprints and sketches; ability to draw blueprints when required; ability to make silk screens.

THE EXAMINATION WILL BE COMPOSED OF:	PART EXPERIENCE AND TRAINING	WEIGHT 100%
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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 Supervisor (Sign Shop) include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Supervisor (Sign Shop) 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 manufacturing signs, including traffic, regulatory, warning, guide, construction, maintenance and/or other miscellaneous signs; traffic control devices; channelizing devices and vehicle decals. Be specific as to the types of materials, methods, tools and equipment used in manufacturing the signs and traffic control devices. Be specific about your experience laying out signs from blueprints and sketches and your experience drawing blueprints. Be specific in describing what you actually did and your level of responsibility in these areas. (2) Experience leading or supervising staff. Include the number and job titles of those you led/supervised. Describe your experience scheduling, assigning, overseeing the work of others, providing training, conducting performance appraisals and taking disciplinary action when necessary. Be specific as to whether your responsibilities were full-range supervisory duties, assisting others in supervising or lead in nature. 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 September 18, 2015. (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 November 4, 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.