



Maine Department of Transportation
Direct Hire Vacancy Announcement
Transportation Aide

Bulletin 11-10

CODE: 6423

RANGE: 10

(\$10.90 – 14.09 hourly.)

Value of State-paid Health & Dental Insurance

\$359.00 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

Value of State's share of employee's retirement: 14.94 % of pay.

SEARCH OPENED: 4/25/11

CONTACT: Jean Higgins

CLOSING DATE: 5/6/11; 4:30 p.m.

TELEPHONE: (207) 624-3675

POSITION TYPE: Seasonal **LOCATION:** Region 1 Scarborough **POSITION #:** 2335/1207/2323

BUREAU/DIVISION: Bureau of Project Development, Highway Program

JOB DESCRIPTION: The Department of Transportation has 3 seasonal vacancies in the Scarborough area. These positions are assigned to work on highway construction projects. Work consists of various duties including collecting and recording delivery tickets on asphalt paving projects; assisting survey field parties; measuring items of construction; monitoring fisheries, animal habitats, wetlands, assisting with environmental permitting, and landscaping activities; and various filing, clerical, and administrative duties. Employees work under direct supervision and assist experienced employees.

Applicants are to submit a completed Direct Hire Application and the attached Supplemental Questionnaire Form to: Jean Higgins, Bureau of Human Resources, MaineDOT, #16 State House Station, Augusta, ME 04333-0016. Internal transfers may call Jean Higgins at 207-624-3675 for an interview. Applications are available by calling 207-624-3675, and on our web site at **www.maine.gov/mdot**.

Salary:	Range 10	Step 01
	Hour:	\$10.90
	Premium/hr:	\$16.35

SUPPLEMENTAL QUALIFICATIONS FORM

MAINE DEPARTMENT OF TRANSPORTATION

STATE HOUSE STATION #16

AUGUSTA, MAINE 04333-0016

(Located at Child Street,, Augusta)

CANDIDATE'S NAME:		DATE SENT
CLASSIFICATION TITLE:	OPTION:	
TRANSPORTATION AIDE (Code 6423)	ALL	
DATE DUE IN BUREAU OF HUMAN RESOURCES:	EXAMINER'S NAME:	
5/6/11	Jean Higgins	
<p>I hereby affirm that the information contained in this form is correct to the best of my knowledge and understand that false or misleading statements may result in rejection of my Application for Employment or dismissal from Maine State Service if I am selected.</p> <p>Signature: _____ Date: _____</p>		

INSTRUCTIONS:

This request for supplemental information is to allow you to directly relate your education and experience to specific job requirements. If you need more space, attach additional sheets and identify the area(s) to which they relate. This form must be signed and dated in order to be evaluated.

The statements you make will be the basis for evaluating your specific suitability for this particular work and provide the basis for making a numerical evaluation of training and experience. This form, upon submission to the State of Maine, becomes part of the examination process and is held to be confidential.

Statements made on this form and in your application are subject to verification by the Department of Transportation and the Appointing Authority. This form, with your completed Direct Hire Application, must be returned to the Department of Transportation at the above address.

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

The Maine Department of Transportation is an Affirmative Action/Equal Opportunity Employer

AREAS OF SPECIALIZATION

Check all areas of specialization for which you qualify. For each item checked, please describe your education and/or experience which you believe qualifies you for that specialty. Also include copies of certifications/licenses, etc.

SPECIALTY AREA	✓	QUALIFYING EDUCATION/EXPERIENCE
Bridge Construction		
Bridge Design		
Bridge Inspection		
CADD/Other		Complete CADD/Computer Supplemental
Computer		Complete Computer Supplemental
Environmental		
Landscaping		
Highway Construction		
Highway Design		
Mapping		
Pavement/Concrete Inspection		
Planning/Research		
Right of Way		

Shop Inspection		
Survey		
Traffic		

CADD/COMPUTER SPECIALTY

Experience Levels

None: Little or no experience - may have some familiarity, but little sustained usage. (requires extensive training > 6 months)

Basic: Formal training or limited experience - some course work or > 1 year exp. (some familiarity, could perform task with 2 or 3 months training)

Experienced: Ability to apply skill independently - combination of educ/exp > 2 yrs (can step in and perform task immediately or w/ minimal training)

Category	None	Basic	Experienced	Source
<i>Word Processing</i>				
Lotus Word Pro				
MS Word				
Other -				
<i>Spreadsheets</i>				
Lotus 1-2-3				
MS Excel				
Other -				
<i>Databases</i>				
Lotus Approach				
MS Access				
DB III				
Other -				
<i>Graphics</i>				
Lotus Freelance				
MS Power Point				
Other -				
<i>CADD</i>				
AutoCadd				
MicroStation				
GDS				
Other -				