

PennDOT's On-the-Job Training Manual



Pennsylvania Department of Transportation

PUB 635

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P R E F A C E

PennDOT's Highway On-the-Job Training (OJT) Program



Immediately

Subject:
PennDOT's On-the-Job Training (OJT) Program

Distribution:
PennDOT Engineering Districts
PennDOT Business Partners

References (Federal Regulation 23 CFR 230.111- 119) :
Policy Statement

By Direction of:
Secretary of Transportation

It is the policy of the Pennsylvania Department of Transportation (PennDOT) to afford equal opportunity in employment to traditionally, socially and economically disadvantaged persons by providing on-the-job training opportunities to minority, female and disadvantaged persons to improve their potential for construction employment. PennDOT, therefore, provides training as a contract requirement on selected federally funded and 100% state-funded construction contracts.

When training is to be provided under the training special provisions, the contractor shall obtain acceptance from PennDOT for the training program to be utilized and the start time for training, prior to commencing any training. Accordingly, this manual contains those training programs which have been approved by the Pennsylvania Department of Transportation and the Federal Highway Administration (FHWA). Should a contractor propose to alter or change any of these programs or implement a training program which has not previously been approved by both of these agencies, up to three (3) months will be required to evaluate the subject program outline. The proposed training program outline should be formatted in the same manner as the PennDOT-approved training program outlines that are included in this manual. Proposed training programs cannot be utilized until approval has been granted.

It is the intent of the training special provision that training will be provided in the construction trades rather than clerical-type positions.

PennDOT will consider the approval of training programs in lower-level management positions where the training is oriented toward construction-related activities such as office computer technicians, construction office managers, project administrators, timekeepers, surveyors, etc., when there are more than three trainee slots assigned to a project.

PennDOT takes into consideration the good faith efforts the Prime Contractor has made in locating, qualifying, and increasing the skills of minority group and women employees, and applicants for employment.

Contractors that are Signatory to a Union commit to using the Union's Certified Apprenticeship training programs to bring new workers into the industry. Furthermore,

Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with the State Apprenticeship Agency by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training, will also be considered acceptable provided they are being administered in a manner consistent with the equal employment obligations or federal-aid highway construction contracts.

PennDOT's Bureau of Equal Opportunity, Bureau of Construction and Materials, Bureau of Design, construction industry leaders, other PennDOT administrators, Federal Highway Administration and representatives from other agencies have contributed to the development of this manual.

We hope that you find the PennDOT Highway OJT Manual helpful. It is our intent to help contractors with compliance and to answer any questions. Comments and questions regarding this manual should be directed to: Bureau of Equal Opportunity Contract Compliance Division @ 717-787-5891 or 800-468-4201.

DISCLAIMER

The user is hereby notified that the manual was prepared for contractors with 'Special Provisions Items 1999-9999 or 3999-9999 - Trainees' included in their PennDOT highway construction project contract. However, the Department does not guarantee or ensure that the contents of the manual are current and/or up to date. It is our intent to help contractors with compliance and to answer any questions.

HOW TO OBTAIN A COPY OF THE PENNDOT OJT MANUAL

The most-current version of the PennDOT OJT Program Manual has been placed on the PennDOT Homepage under "Forms & Publications" and on the BEO Homepage under "Forms"

To locate the PennDOT OJT Program Manual from the PennDOT Homepage:

1. Go to www.dot.state.pa.us then access 'Forms & Publications'
2. Look to SEARCH OPTIONS and select 'Publications' 'Sort by Number' then look for "PUB 635"

To locate the PennDOT OJT Program Manual on the BEO Homepage:

1. Go to www.dot.state.pa.us and access PennDOT Organizations
2. Then access Bureaus & Offices
3. Then select "Bureau of Equal Opportunity"
4. Once you are on the Bureau of Equal Opportunity's Homepage select Forms to locate the PennDOT OJT Program Manual

PART PART

I

PART I - INTRODUCTION

INTRODUCTION

The following has been formulated and distributed by the Bureau of Equal Opportunity for the Pennsylvania Department of Transportation. The PennDOT-approved training programs included in Part II of this manual are for the use of all heavy highway construction contractors, non-union and union, primarily for on-the-job training.

The PennDOT-approved training programs have been revised and formulated with the help of the PennDOT's Bureau of Construction and Materials, PennDOT's Quality Assurance Staff, the Office of Chief Council, the Association of Pennsylvania Constructors (APC) EEO Committee, Federal Highway Administration Coordinators, Construction Consultant Services and many contractors and their personnel.

Contractors are encouraged to develop their own training program outlines, tailored to the needs of the project that can provide a minimum of 1000 hours of combined on-the-job training and work experience to provide an effective, significant and meaningful training opportunity. The 'proposed' training program outline should be formatted in the same manner as the PennDOT-approved training program outlines included in this manual. Proposed training programs must be approved by PennDOT and FHWA prior to acceptance of the program. The proposed program, therefore, cannot be utilized until FHWA's final approval is granted. This approval process could take up to three (3) months for completion, depending on the details provided and the questions resulting from PennDOT's and FHWA's reviews.

Any contractor can utilize a certified apprenticeship training program and any contractor can create an apprenticeship training program with assistance from the USDOL Employment and Training Administration.

- Go to: <https://21stcenturyapprenticeship.workforce3one.org/page/about> for guidance.

We would like to thank all who very generously contributed their time and expertise toward the completion of this manual. We hope the outcome has produced more-realistic training programs for use on heavy and highway construction projects.

Samples of the OJT Program forms are included in Part II of this manual. The most-current version of the PennDOT OJT Program forms can be accessed from the PennDOT Homepage under "Forms & Publications" and on the BEO Homepage under "Forms." These forms should not be duplicated or maintained because periodic changes are made. Copies should be downloaded on a project basis, as needed. The submission of old versions of the OJT forms will be returned for resubmission on current forms.

HOW TO LOCATE THE MOST CURRENT VERSION OF THE OJT PROGRAM FORMS

The most current version of the PennDOT OJT Program forms has been placed on the **PennDOT Homepage** under “**Forms & Publications**” and on the **BEO Homepage** under “**Forms**”

To locate PennDOT’s OJT Program forms from the PennDOT Homepage:

1. Go to www.dot.state.pa.us then access ‘**Forms & Publications**’
2. Look to **SEARCH OPTIONS** and select ‘**Forms**’ ‘**Sort by Number**’ then look for the form number

To locate PennDOT’s OJT Program forms on the **BEO Homepage**:

1. Go to www.dot.state.pa.us and access **PennDOT Organizations**
2. Then access **Bureaus & Offices**
3. Then select “**Bureau of Equal Opportunity**”
4. Once you are on the Bureau of Equal Opportunity’s Homepage select ‘**Forms**’ to locate PennDOT’s OJT Program forms

The form number EO-363 is the “Pennsylvania Department of Transportation’s Highway Contractor’s On-the-Job Training (OJT) Program for PennDOT Approval” form on which the prime identifies the highway construction training classifications selected to be utilized for training on their project that includes the “Special Provisions Item: 1999-9999- Trainees” in its contract. When a “PennDOT-approved” training program outline is selected to be utilized for training, the “program number” should be listed on the EO-363. In addition, copies of the actual training program outline selected need to be submitted with the EO-363. The “training program outline” submission should identify the ‘name and title’ of the company representative responsible for providing each segment of the training. Apprentice training program outlines for specific crafts must be obtained from the local craft union with jurisdiction (if obtainable). Copies of the apprentice’s indenture (or registration) papers and training program outlines should be provided to the apprentice candidates, the OJT supportive services counselor and the district’s OJT designee to ensure accurate monitoring of the training provided. The prime contractor completes the EO-363. If the prime selects a subcontractor to provide training, the subcontractor’s name is identified on the EO-363 under “Subcontractor Providing Training” section. If for some reason, such as a Design Build, the Prime is not ready to submit the EO-363, they should identify that in writing and identify the date they would be able to submit the EO-363.

The DLCCA (or District OJT Designee) can share the information contained on the “OJT Worksheet” in an effort to help the Prime to identify a construction activity that has potential to support a training program based on the District’s early review of the project’s anticipated scope of work.

When the contractor providing the training is a union contractor, they can list in the section of the EO-363 identified as “Rate of Pay” “Apprenticeship compensation will be in accordance with their particular union agreement.”

An original EO-363 is to be submitted to the DLCCA (or District OJT Designee) within 10 calendar days of the “notice to proceed date” identified for the project, with a copy of the Training Provider’s Sample Completion Certificate of Training (see Page # 167 for sample). The DLCCA (or District OJT Designee) reviews the form for accuracy and to identify whether it

has been submitted timely. If it is incomplete, it should be returned to be completed; and the DLCCA (or District OJT Designee) should annotate the initial date it was received and then annotate the date the revised EO-363 was returned; that information should be identified when it is faxed to the OJT Program Administrator. If the information provided is considered acceptable (The classifications selected for training have the potential to support a 1000 hour training program based on the project's anticipated scope of work.) by the DLCCA (or District OJT Designee), they would conditionally approve it and fax a copy of it onto the OJT Program Administrator requesting concurrence with their determination. When the final approval process is completed, a copy of the approved EO-363 will be faxed to the DLCCA (or District OJT Designee) and to the OJT Supportive Services Contractor. The DLCCA (or District OJT Designee) faxes a copy of the approved EO-363 to the contractor and the PennDOT project inspector-in-charge (IIC) acknowledging acceptance of the program.

Revising the EO-363; If it is determined by a prime contractor that the project's scope of work can no longer support their selected training classifications or if their documented recruitment efforts demonstrate that no eligible candidate can be located for recruitment, the contractor can request to revise their previously approved EO-363. They should include documentation that identifies the justifications for the revision(s) then cross off the training classification(s) they wish to delete and then add to the already existing list the replacement training classification(s) selected; then sign and date the newly revised form and submit it to the DLCCA (or District OJT Designee) for review and conditional approval. If the district's OJT designee conditionally approves the contractor's revised EO-363, the revised EO-363 is then faxed to the OJT Program Administrator requesting concurrence in their determination. The OJT Program Administrator provides the final approval. An original copy is maintained in the project's file folder, and copies are maintained by the District and OJT Program Administrator.

The EO-364 form is the "Trainee Enrollment" form. When the contractor's recruitment efforts identify a qualified candidate from one of the targeted groups, a Trainee Enrollment form EO-364 must be completed and an original must be submitted to the PennDOT project Inspector-In-Charge (IIC) (or Consultant Inspector-in-Charge (IIC)) **prior** to the anticipated start date that is identified on the EO-364. Hours of training completed prior to approval of the enrollment will not count towards the completion of training. Only the hours of training completed after the enrollment approval date will be counted towards the completion of training. The process continues as follows: the IIC's dated signature indicates that they conditionally approved the enrollment (this includes their verification that accurate wage rates were identified and the Source used to make the wage rate determinations have been accurately identified); The PennDOT IIC then faxes a copy of the EO-364 to the DLCCA (or District OJT Designee); they review it for accuracy of information and then if verified as accurate they fax a copy to the OJT Program Administrator for final approval. If the "anticipated start date" is a past date, the date that the PennDOT IIC signs the EO-364 will become the approval date if it is determined that the candidate is eligible for participation in PennDOT's OJT Program. But if documentation is provided that identifies that a delayed submission was not the fault of the training provider, and that it was the fault of PennDOT project staff, back dating will be permitted. If the EO-364 was not completed accurately it must be returned to the training provider for completion and the DLCCA (or District OJT Designee) should document the action taken and the time frame it takes until the revised form is received back.

The EO-365 is the "Highway Contractors Monthly Training Report" form. This report is to be completed monthly by the contractor for each 'trainee or apprentice' employed on this project under the Training Special Provision. The EO-365 is to be submitted for the duration of each training classification, by the 5TH day following the end of the pay period prior to the 30TH of the

month. An original copy is to be sent to the PennDOT IIC, who reviews it for accuracy. If all of the information is accurate, the PennDOT IIC signs and dates the EO-365 and faxes a copy to the DLCCA (or District OJT Designee); they review it and fax a copy onto the OJT Program Administrator; the original copy is maintained in the project's file folder; copies are to be maintained by the District and OJT Program Administrator.

ON-THE-JOB TRAINING “GOAL SETTING” CRITERIA

The OJT “goal setting” criteria used is in accordance with Code 23 of the Federal Regulations 230, Subpart A. This goal setting criteria is adhered to in order to identify whether or not a highway construction project's anticipated scope of work can support a significant, effective and meaningful training opportunity. If the project is identified as having the potential to support training, whether it be a federal-aid, state or locally funded highway construction project, this identification will constitute the inclusion of the “Training Special Provisions – Item 1999-9999” in the contract of the projects identified with the potential for training.

1. The minimum dollar value of the highway construction contract being considered is \$3 million. This is identified from the estimated cost of the project.
2. The duration of the contract must be anticipated to be a minimum of 7 months. This information is provided by the project manager.
3. The controlling operation(s) must be identified as being a minimum of 100 days. The anticipated scope of work of the controlling operation(s) must be addressed to identify whether or not there is potential to complete a significant, effective and meaningful training program. This is identified by the project's schedule and/or from input provided by the District's design team.
4. The work classifications or activities that can be supported by the anticipated scope of work of the project are identified from reviewing the project's job description, which is posted on ECMS. The job description of the project is reviewed to identify if the work type is new construction or rehabilitation, etc.
5. Identification of a satisfactory ratio of trainees to journeymen anticipated to be in the contractor's workforce during normal operations (a ratio of between 1:10 and 1:4) must be identified. This data comes from U.S. Department of Labor.

Also taken into consideration are the:

1. Availability of minorities, females and disadvantaged individuals based on the geographic location of the project.
2. The total normal workforce that the average bidder could be expected to have.
3. The identified need for additional journeypersons in the area.
4. Recognition of the suggested minimum goal for the state.

The results of this review will identify a potential number of training slots a PennDOT highway construction project can support. This information is also used by the District to determine the construction activities that would have potential to support significant, effective and meaningful training opportunities, based on the project's scheduled scope of work. The information identified is ultimately used by PennDOT to set its federal on-the-job training program goal for the year.

ESTABLISHMENT OF PENNDOT'S STATEWIDE ON-THE-JOB TRAINING GOAL

To set the statewide training goal for PennDOT's Highway OJT Program, the following procedures are followed during the last quarter of the calendar year; the Bureau of Design (BOD) reviews a committed letting list of PennDOT highway construction projects anticipated to be let during the next highway construction season. This is done to identify the potential number of training slots that could be supported by the identified construction project's scope of work. The list is then disseminated statewide to PennDOT's Engineering Districts' Design Teams for review and to identify whether or not they concur with the potential number of training slots identified. The District's Design Team is instructed to either commit to the number of potential training slots identified or to amend the potential number of training slots identified and to provide justification for any changes. The District Design Team then forwards the list back to the BOD for finalization.

The BOD meets with the Bureau of Equal Opportunity's (BEO) OJT Program Administrators to review the results received from the PennDOT Engineering Districts, to set the federal statewide training goal for PennDOT's Highway OJT Program.

The BOD is assigned the responsibility of identifying the potential number of training slots for establishing the statewide training goal and for assuring that PennDOT's Highway OJT Program meets those goals--a Business Enterprise Analyst II with BOD coordinates these processes.

BEO is responsible for ensuring that the OJT program processes and procedures followed are in compliance with the Special Provisions Item (ITEMS 1999-9999 or 3999-9999) – TRAINEES. This provision is an implementation of 23 U.S.C. 140(a).

***If you have any concerns or questions, please direct them to Mr. Morris Helton - PennDOT's OJT Program Administrator with PennDOT's Bureau of Equal Opportunity at (717) 787-5891 or (800) 468-4201 or email him at: ***

TRAINING PROGRAM ACCEPTANCE PROCEDURE AND TRAINING REQUIREMENTS

When a PennDOT construction contract includes the corresponding Special Provision Item # 1999-9999, the following procedures are to be followed in the review and processing of the training program submitted by the contractor to the district's DLCCA (or District OJT Designee). Within 10 calendar days following the Notice to Proceed (NTP), the contractor is required to submit a training program (form EO-363) to the DLCCA (or District OJT Designee) (this could be scheduled to take place during the Preconstruction Meetings). If the DLCCA (or District OJT Designee) accepts and approves the training program submittal (form EO-363), the contractor will be advised that the training program has been "conditionally approved." However, if the program is found to be unacceptable, the program will be returned to the contractor for revision; and until the program is revised and conditionally accepted by the DLCCA (or District OJT Designee); the contractor will not be allowed to pursue training. The DLCCA (or District OJT Designee) will document the initial receipt and return the EO-363 for revision dates. When the revised EO-363 is received back and the revisions have been verified as accurate and it has been "conditionally approved" by the DLCCA (or District OJT Designee), the forms are then faxed to the OJT Program Administrator (with the documentation identifying the EO-363's initial receipt and return for revision dates) requesting the OJT Program Administrator's concurrence with the District's conditional approval. Only the prime contractor submits an EO-363.

If and/or when a Highway Construction project is identified as a "Design Build" and is not yet in a design stage where the controlling activities can be accurately assessed to determine the construction classification(s) that would have potential to provide effective and meaningful training within 10 calendar days of the NTP date, the Prime is to identify that situation in writing. Then that documentation must be submitted within 10 calendar days of the NTP date acknowledging the actual date anticipated for submitting their EO-363.

Satisfaction of the Training Special Provision is the responsibility of the prime contractor. Trainees can be assigned under agreement to a subcontractor, but remain the ultimate responsibility of the prime for compliance, completion and submission of paperwork.

RECRUITMENT

Apprentices are permitted when they are individually registered under a bona fide apprenticeship program that has been registered with a state apprenticeship agency (i.e., the Pennsylvania Apprenticeship and Training Council). Heavy Highway Construction Craft Apprentice training programs that have been certified by USDOL-ETA and/or FHWA are acceptable for providing on-the-job training. The prime contractor is required to provide a copy of the apprenticeship agreement (indenture papers/registration papers) and/or a union-originated cover letter outlining the apprentice's current status towards the completion of their apprentice training program, when they submit a Trainee Enrollment (EO-364) to enroll a bona fide apprentice. If apprentices are to be utilized, documentation of requests for minority and female apprentice candidates are to be maintained along with results of such requests. If/when documentation demonstrates that no minority or female apprentice candidates are available, a disadvantaged white male may be considered. Documentation of disadvantaged status is to be supplied by the union and a copy maintained by the contractor (i.e., the last time this person worked). If no disadvantaged white male is found, the contractor must obtain documentation from the union involved that no candidate other than a white male can be provided. The white male apprentice may then be accepted.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES POVERTY GUIDELINES

(For the purpose of this program, the following definition of ‘economically disadvantaged’ applies: The term “economically disadvantaged” means an individual who meets the federal poverty threshold.)

The poverty guidelines are a version of the federal poverty measure; “the poverty guidelines are updated periodically in the Federal Register by the U.S. Department of Health and Human Services (HHS) under the authority of 42 U.S.C. 9902(2).” They are issued each year in the Federal Register by the Department of HHS. The guidelines are a simplification of the poverty thresholds for use for administrative purposes — for instance, determining financial eligibility for certain federal programs. To view the 2008 HHS Poverty Guidelines, access the following website address:

<http://aspe.hhs.gov/poverty/08poverty.shtml>

Below is an example of the 2008 HHS Poverty Guidelines:

Persons in Family or Household	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$10,400	\$13,000	\$11,960
2	14,000	17,500	16,100
3	17,600	22,000	20,240
4	21,200	26,500	24,380
5	24,800	31,000	28,520
6	28,400	35,500	32,660
7	32,000	40,000	36,800
8	35,600	44,500	40,940
For each additional person, add	3,600	4,500	4,140

SOURCE: *Federal Register*, Vol. 73, No. 15, January 23, 2008, pp. 3971–3972

When No Women or Minority Apprentices are Available for Referral: When the union has identified that no woman or minority apprentices are available for referral and the union contractor hires a candidate off the street to satisfy their Training Special Provisions (TSP) obligation that is included in their contract, the contractor **MUST** accept the responsibility of providing documentation that demonstrates the recruitment efforts made that lead them to hiring this candidate off the street. The contractor must identify the systematic and direct recruitment efforts (i.e. not 3999-9999 a mass mailing that is not followed up) made through public and private sources to yield minority and women trainees (i.e., such as having contacted the groups listed in PUB 610, the Statewide Minority and Female Recruitment Resource Directory). The documentation must include copies of the contractor’s requests for minority and female apprentice candidates as well as the results received from such requests.

If the candidate hired becomes, at the request of a sponsoring contractor, a “conditional (or regular) member” of the union, the candidate becomes eligible to receive a journeyman wage rate. The contractor’s documentation must identify this and go on to request that this “journeyman candidate” be permitted to participate in PennDOT’s OJT Program, since the candidate achieved their journeyman status as a direct result of the contractor’s actions to satisfy the TSPs of their contract. If the “journeyman candidate” is approved for participation in PennDOT’s Highway Construction Training Program, they should receive 1,000 hours of on-the-job training.

If and when a “conditional (or regular) member” of the union is approved for enrollment it would not be acceptable to enroll this candidate in any consecutive PennDOT OJT program that provides training in the same construction classification, since these candidates have already attained journeyman status in that construction classification. Candidates having attained journeyman status would be acceptable as trainee candidates only in classifications where they have not attained journeyman status. The Department will address these enrollments on a case by case basis.

Non-union contractors MUST recruit for eligible, qualified/qualifiable woman and minority candidates to satisfy their TSP; these individuals are to be referred to as “on-the-job trainees” “OJTs.” The contractor should make every ‘good faith effort’ to recruit from the targeted groups; documentation of the contractor’s requests for minority and female candidates is to be maintained along with results of such requests. If this recruitment does not yield an acceptable candidate, a new classification should be investigated for training. To accomplish this investigation, the contractor should review the remaining scope of work with the PennDOT IIC.

***Several agencies maintain human resources referral banks of persons available and willing to accept employment in the highway industry. One such resource is PennDOT’s OJT Supportive Services consultant, Global Quality & Engineering Consulting.

Global Quality & Engineering Consulting maintains a web site that includes listings of Construction Career Day events (web site address:). Also included is an OJT “trainee” referral application, where interested persons can identify their construction career interests and identify the area(s) of the state in which they would be available to accept employment. The information obtained is made available to contractors recruiting for candidates available and willing to accept employment in the highway industry.

Please refer to the PennDOT publication PUB #610, the “Statewide Minority and Female Resource Directory” for additional agency contact information.

To locate PennDOT’s PUB 610 from the PennDOT Homepage:

1. Go to www.dot.state.pa.us then access ‘**Forms & Publications**’
2. Look to **SEARCH OPTIONS** and select ‘**Publications**’ ‘**Sort by Number**’ then look for **PUB #610**, the “**Statewide Minority and Female Resource Directory**”

PUB 610 can also be accessed from the BEO Homepage under “**Forms**”

To locate PUB 610 from the BEO Homepage

1. Go to www.dot.state.pa.us and access **PennDOT Organizations**
2. Then access **Bureaus & Offices**
3. Then select “**Bureau of Equal Opportunity**”
4. Once you are on the Bureau of Equal Opportunity’s Homepage select ‘**Forms**’ from the left of the screen to locate PennDOT’s PUB 610

HIRING CONSIDERATIONS

The following guidelines are set forth to insure the safety and well-being of a trainee and their fellow workers:

1. Minimum of 18 years of age.
2. Must be in good health or be able to pass a pre-job physical, should one be required.
3. The applicant should demonstrate evidence of a reasonable amount of intelligence to handle the technical elements of the job.
4. The applicant should show evidence of a reasonable amount of aptitude and interest in the craft.
5. The applicant shall have a valid license (i.e., equipment operator, truck driver or highway).
6. No applicant shall be accepted as a trainee in any classification in which they have successfully completed a training program leading toward journeyman status, or in which such person has been gainfully employed as a journeyman by virtue of informal on-the-job training.
7. If an individual or apprentice was enrolled as a 'trainee' and has quit three (3) times, they will no longer be eligible to participate in the program. This determination can be addressed on a case-by-case basis.

SUPERVISION

The trainee shall be assigned to a journeyman, supervisor, or other knowledgeable employee who shall, on a daily basis, direct, review and observe the trainee in the work processes. The supervisors should be identified when utilizing PennDOT-approved training program outlines and the journeymen should be identified when apprentices are being trained.

DURATION OF TRAINING

When an apprentice or an on-the-job trainee is assigned to the project under the Training Special Provision, that individual shall be trained in the designated craft throughout the duration of the program, whenever the appropriate work identified in the trainee's program is underway on the project until the trainee or apprentice has completed the approved training program hours. At the completion of the core training, the trainee will be afforded work experience, related to the training classification, at the training wage rate for the remainder of the training program hours. Make every good faith effort to retain the trainee upon completion of the training program hours, if work continues to be available in the classification from which the trainee has recently completed his/her training.

If the contractor is considering the termination of an apprentice or trainee before the completion of the program for any reason other than a seasonal layoff or the completion of the work in that craft, the contractor shall hold a counseling session with that individual and: the District EEO Officer (DLCCA (or District OJT Designee) and/or the PennDOT IIC and the appropriate OJT Supportive Services (OJT SS) counselor to explain the reasons for the termination.

Documentation that the counseling session was held and the reasons for termination shall be forwarded to the DLCCA (or District OJT Designee) for forwarding to the OJT Program Administrator and documentation of what occurred will be annotated in the OJT SS counselor's monthly interview notes.

COMPENSATION

No less than the Common (or General) laborer rate identified for the project will be paid to any on-the-job trainee performing in a construction craft. Non-construction crafts, such as timekeepers, office managers and surveyors, will be paid the fair market rate for those services or classifications. The contractor should identify on the EO-364 a fair market “Entry Level” and “Experienced Wage Rate.” Documentation is to be provided identifying the Source used to make the fair market wage rate determination with the submission of the EO-364. Trainees in construction crafts may remain at the common laborer rate throughout the “core” training, upon completion of the “Core” training pay trainees in accordance with wage rates scale for the contract, for the work performed.

In the case of apprentices, the appropriate rates approved by the Federal Departments of Labor or Transportation in connection with the existing program apply to all trainees being trained for the same classification who are covered by this Special Provision.

ACCOUNTABILITY AND TRAINING REPORTS

When an apprentice or on-the-job trainee is selected to fill a classification slot, the contractor shall:

Prepare and submit for approval to the PennDOT IIC the “Trainee Enrollment Form” (EO-364) complete with all documentation necessary to justify the candidate’s eligibility prior to the trainee beginning work. Apprentice data (updated indenture papers or an email originating from the union that identifies the apprentice candidate’s union status and wage rate) should be submitted along with the EO-364, or a note indicating that one was requested and will be submitted as soon as it is received should be identified on the fax cover sheet when the PennDOT IIC faxes the EO-364 to the DLCCA (or District OJT Designee). The EO-364s MUST include the required dates and signatures to be considered valid; and if the individual identified in the signature box is unavailable to sign the EO-364, a note identifying the individual’s unavailability to sign must be identified; and the individual making the identification should sign and date the information provided. The trainee should be provided a copy of the proposed training program outline they are enrolled to complete (advise apprentices to request a copy of their apprentice training programs from their union).

PennDOT’s current on-the-job training program forms are accessible from the PennDOT Homepage at <http://www.dot.state.pa.us> look for “Forms and Publications” and they are accessible from the BEO Homepage at:

<http://www.dot.state.pa.us/Internet/Bureaus/pdBEO.nsf/BEOHomepage> under “Forms.”

Highway Contractor’s Monthly Training Report (Form EO-365)

By the 5th day following the end of each month, a progress report, the “Highway Contractor’s Monthly Training Report” (form EO-365) shall be filed with the PennDOT IIC. This EO-365 report shall detail the training completed by each candidate (apprentice and trainee) during the report period (payroll period). ***The “hours of training” reported during that month should be broken down in the “Summary of Specific Tasks Performed” box on the report; utilize an additional page if more space is necessary. *** The apprentice or trainee will sign each report to attest to the training received. Hours must correspond to the certified payrolls. Only those hours worked within the submitted and approved training program will be paid for by the Department. Only these hours should appear on the EO-365 report. Signature of the PennDOT IIC attests to the hours of training received by the training candidate. A copy of each monthly report will be furnished to the trainee. If no work within the scope of the training program is performed during

the report period, a negative report will be submitted. If the trainee is not available or refuses to sign the report, it should be so noted on the report form and the report forwarded in a timely manner. Layoff dates and probable recall dates must be identified when applicable.

If the contractor is experiencing any difficulties with the trainee at any time, the PennDOT IIC MUST be notified immediately and the issues should be documented on the EO-365. The IIC shall be notified at the time of a termination or completion, by the contractor filing an EO-365 report **at that time, regardless of the calendar date**. It is very important that the EO-365 reports be submitted timely and in accordance to the instructions provided on the form; if they are not, the PennDOT IIC should document the lateness of the reports in the contractor's past performance file. When reporting discrepancies are identified, the PennDOT IIC should return the EO-365s to the prime for correction.

“Evaluation of Trainee” this section should contain an evaluation of the trainee's performance on the project. When rating the performance of the candidate, please give fair judgment to the work completed. If work is unacceptable or there are other problems, it should be so noted in the Evaluation of Trainee item block on the EO-365 report form.

CERTIFICATE OF TRAINING

At the conclusion of training on a given project, each trainee shall receive a record of training completed. Trainees that complete required training shall receive a **“Completion Certificate of Training.”** A copy of the “Completion Certificate of Training” of each training program must be completed and submitted **along with** the final training report (EO-365) which is to be submitted to the IIC at the time the training program's required hours of training have been completed regardless of the calendar date.

TRAINING SPECIAL PROVISIONS (TSPs) ITEM # 1999-9999 or 3999-9999

ITEM 1999-9999 or 3999-9999 – TRAINEES

Provision Body:

This Special Provision is an implementation of 23 U.S.C. 140 (a).

- I. DESCRIPTION - As part of the project equal employment opportunity affirmative action program, provide on-the-job training aimed at developing candidates toward full journeymen in the type of trade or job classification involved.

The number of trainees to be trained under this contract is (as found in the Project Specific Details, Detail 1.)

II. CONSTRUCTION –

- a. In the event a subcontract is given for a portion of the contract work, determine how many, if any, of the trainees are to be trained by the subcontractor. However, retain the primary responsibility for meeting the training requirements imposed by this special provision. Insure that this special provision is physically included and is made applicable to any such subcontract. Where feasible, provide 25% of apprentices or trainees in each occupation, in their first year of apprenticeship or training.
- b. Distribute the number of trainees among the work classifications on the basis of the project needs and the availability of journeymen in the various classifications within a reasonable area of recruitment. Within 10 calendar days following the Notice to Proceed, submit to the Department for approval the number of trainees to be trained in each selected classification and training program to be used, specifying the starting time for training in each of the classifications. The Department will give credit for each trainee employed on the contract, who is currently enrolled or becomes enrolled in an approved program. Payment will be made for such trainees as provided herein.
- c. Training and upgrading of minorities and women toward journeyman status is a primary objective of this special provision. Accordingly, make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. Document and accept responsibility for demonstrating that steps are taken in pursuance thereof, prior to a determination as to whether compliance is made with this special provision. This training commitment is not intended, and do not use it to discriminate against any applicant for training, whether a member of a minority group or not.
- d. Do not employ a person as a trainee in any classification in which he/she has successfully completed a training program leading toward journeyman status or in which he/she has been employed as a journeyman. Candidates may be trained a maximum of three times as long as the training is not repetitious in the scope of work and is not on the same project. Those candidates having attained journeyman status would be acceptable as trainee candidates, only in classifications where they have not attained journeyman status. Satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, provide records documenting the findings in each case.

- e. The minimum length and type of training for each classification will be as established in the training program selected and submitted to and approved by the Department. The Department will approve a program, if it is reasonably calculated to meet the project equal employment opportunity obligations and gives meaningful training to move candidates toward journeyman status. Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the bureau, and training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training, will also be considered acceptable provided they are being administered in a manner consistent with the equal employment obligations of federal-aid highway construction contracts. Obtain approval or acceptance of a training program and training candidate from the Department prior to commencing work on the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk typists or secretarial-type positions. Training is permissible in lower-level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the Department. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.
- f. Furnish the trainee a copy of the program he/she will follow in providing the training.
- g. Provide each trainee with a certification showing the type and length of training satisfactorily completed.
- h. Provide for the maintenance of records and furnish required reports documenting his/her performance under this Special Provision.
- i. Pay no less than the common laborer rate for this project to any trainee performing in a construction craft (percentage payments are no longer in effect). Pay non-construction crafts, such as timekeeper, office manager, and surveyor, the fair market rate for those services or classifications. Trainees in construction crafts may remain at the common laborer rate throughout the training program. Upon completion, pay trainees in accordance with wage rates scale for this contract for work performed. In the case of apprentices, the appropriate rates approved by the Federal Departments of Labor or Transportation in connection with the existing program apply to all trainees being trained for the same classification who are covered by this special provision.

III. MEASUREMENT AND PAYMENT - Hour

Will be paid as follows:

- a. Except as otherwise noted below, payment will be made per hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, payment will be made for training persons in excess of the number specified herein. Payment for offsite training indicated above may only be made where one or more of the following is done and the trainees are concurrently employed on a federal-aid project; contributes to the cost of the training; provides the instruction to the trainee; or pays the trainee's wages during the offsite training period.

- b. No payment will be made due to failure to provide the training required as stated in the approved training program. Make every good faith effort to retain the trainee upon completion of the training program, if work continues to be available in that classification. It is normally expected that a trainee will begin his/her training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in the work classification or until he/she has completed the training program. It is not required that all trainees be on board for the entire length of the contract. Responsibilities will have been fulfilled under this special provision if acceptable training has been provided to the number of trainees specified. Determine the number trained on the basis of the total number enrolled on the contract for a significant period.

Project Specific Details

- I. The number of trainees to be trained under this contract as referred to in paragraph I. is: (fill-in number of trainees here)

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION GUIDELINES FOR IMPLEMENTATION OF TRAINING PROGRAMS/REPORTS

1. Payments for hours worked in a training position will not be paid until the DLCCA (or District OJT Designee) has received, reviewed and granted “conditional approval” to the training program.
2. An EO-364, Trainee Enrollment Form, must be completed by the contractor prior to filling any training position. The report is to insure the contractor has taken ‘positive steps’ to recruit for a minority/female/economically disadvantaged person. The information obtained by the EO-364 insures that the selected trainee has not previously completed training in the same classification. The contractor must submit a completed EO-364 to the IIC prior to the employee starting training in any classification.
3. Written documentation of a ‘good faith effort’ to recruit a minority or female must accompany any initial report reflecting the hiring of a candidate off the street, the hiring of a conditional member of a union, or the hiring of a white male, to fill a training slot. If the white male is economically disadvantaged, this documentation **MUST** be provided. It is expected that sources other than unions be contacted that are likely to yield individuals of the targeted groups. If the candidate selected is a current employee that too must be identified in addition to identifying how the proposed training would be a significant and meaningful training opportunity that will advance the current employee’s skill level and earnings potential.
4. Hours completed prior to notification to the IIC of a trainee working onsite will not be counted toward the training programs hours and will not be eligible for payment under the bid item for training. Appeals will be reviewed by the IIC and the DLCCA (or District OJT Designee), who will make a “conditional determination” and send it onto the OJT Program Administrator for review and concurrence. If documentation identifies that a delayed submission of OJT program forms was the fault of the PennDOT project staff’s, back dating will be granted; but if it is identified that the delayed submission was the fault of the contractor, backdating will be taken into consideration on a case-by-case basis depending on the justifications identified for the delayed submission.
5. Payment for trainees will be made as the hours completed are reported and verified. Payment may be deleted at a later date if it is determined that the individual has previously been trained in the same classification, that the work assigned is not within the training program, or the trainee has been started without ample opportunity to complete the program (contractor’s default).
6. An OJT trainee will not be started or placed in a classification, if ample time is not available for the OJT trainee to complete the hours assigned to that classification. Apprentices must be able to complete at least 800 hours of the assigned program prior to attaining journeyman status.
7. If a trainee is terminated as a result of injury, resignation, firing, or accepting employment elsewhere prior to being recalled, **A REPLACEMENT MUST BE OBTAINED AS SOON AS POSSIBLE.** If there are insufficient hours of work remaining for that classification, the contractor, the DLCCA (or District OJT Designee) and the IIC must review the remaining scope of work for the possibility of selecting another training classification. Subsequent to this review, if the DLCCA (or District OJT Designee) and the IIC concur that there are no other possible training classifications (due to no fault of the contractor), a memo explaining this should be sent to the OJT Program Administrator. The documentation should include the justification documentation provided by the contractor and the District (IIC and DLCCA (or District OJT

Designee) as to why the training classification should be determined satisfied, requesting concurrence from the OJT Program Administrator in the district's "conditional determination."

8. Trainees should not receive preferential treatment when administering work rules, but we would expect counseling be given prior to their termination. The IIC and/or DLCCA (or District OJT Designee) and the OJT Supportive Services Counselor are to be informed of the problems with the trainee's performance and/or attitude. This also should be documented on the individual's Monthly Training Report (EO-365).
9. The IIC MUST ensure that all applicable items on the Monthly Training Report (EO-365) have been addressed by the contractor prior to forwarding or faxing a copy onto the DLCCA (or District OJT Designee). Dated signatures must be on the original; if unable to obtain a signature, an explanation should be noted on the form, and the individual that wrote the explanation should sign and date what they wrote. Dated signature by the IIC indicates concurrence that the hours worked and tasks performed were in compliance with the approved training program classification.
10. If a contractor fails to complete the required number of trainees and it is determined by the DLCCA (or District OJT Designee) and the IIC that the contractor did not demonstrate 'good faith efforts' to comply, a memo regarding the same should be placed in the contractor's performance file and so noted on their Past Performance Report.
11. Pennsylvania Department of Transportation has a contract with **the prime contractor**. It is the responsibility of the prime contractor to comply with all provisions. **If training is assigned to a subcontractor, it is still the responsibility of the prime contractor to ensure compliance with the provision.**
12. If and when it is identified that a "trainee or apprentice" will be unable to complete the required number of hours of training required for a completion prior to the project's completion, the prime should submit a written request to the DLCCA (or District OJT Designee) that summarizes what occurred that lead to the shortfall. The DLCCA (or District OJT Designee) and the PennDOT IIC must concur that the shortfall was no fault of the prime and if so identified, they should consider the option of transferring the trainee or apprentice to another project to complete their remaining hours of training. If the District concurs to a proposed transfer they should submit documentation that identifies the proposed action to the OJT Program Administrator, requesting concurrence in the proposed action. In doing so, the district would need to ensure that:
 - The proposed project (to transfer the remaining hours of training to) is in the same district as is the project identified with the shortfall in training to ensure that the originating district will continue to monitor the training provided.
 - The reimbursements for the hours of training completed have been addressed (reimbursement for training must be addressed prior to project's completion because of the funding for the reimbursement).
 - The prime is aware that the completion of the remaining hours of training cannot be credited to the project the "trainees or apprentices" are to be transferred too, and that their hours of training completed can only be credited to the project where the shortfall occurred. In an effort to satisfy a training obligation and to avoid a negative performance rating, a contractor can propose to transfer a "trainee or apprentice" to another project for the completion of their

remaining hours of training and identify that they are not looking to be reimbursed for the remaining hours of training, as a demonstration of their good faith efforts to satisfy their training obligation(s) with PennDOT.

- If and when the OJT Program Administrator concurs with the transfer of the “trainee(s) or apprentice(s),” the district will need to identify to the contractor the date that they formally approve the transfer to take effect, which will identify to the contractor the first payroll period to be listed on the EO-365 submitted for the hours of training completed on the new project. The EO-365s submitted for reporting the remaining hours of training completed must reference the ECMS number of the project where the shortfall occurred, acknowledging the project the “trainees or apprentices” were transferred to in the evaluation section of the form.

13. If and/or when a IIC (or District OJT designee) receives a request to reduce and/or eliminate a trainee slot from a project, after the project has been awarded:

- A written justification for the request must be submitted by the prime to the PennDOT IIC (emails are acceptable). The PennDOT IIC would then review the scope of work of the project with a District Design Engineer (or i.e. ADE-C /ACE and Finals Unit Supervisor) to make a determination as to whether or not the justification(s) provided by the contractor are valid. If considered a valid request, the IIC would then forward the request received from the contractor onto the DLCCA (or District OJT Designee), including the IIC’s statement acknowledging whether or not they concur with the justification(s) provided by the contractor, including any additional justifications that the IIC may have identified or taken into consideration that would validate/invalidate the contractor’s request. If the DLCCA (or District OJT Designee) concurs with the information provided, the DLCCA (or District OJT Designee) would make the districts ‘conditional determination, then all of the documentation should be forwarded by email to the OJT Program Administrator requesting the OJT Program Administrator’s concurrence in their determination to reduce and/or eliminate a trainee slot from the project .

The OJT Program Administrator will review all of the documentation provided regarding the request to reduce or eliminate; and if the OJT Program Administrator concurs with the district’s conditional determination, a copy of the documentation provided will be forwarded to the Bureau of Design requesting their concurrence in the determination.

The DLCCA (or District OJT Designee) will then be notified of the Department’s determination, and then the DLCCA (or District OJT Designee) will notify the contractor of the Department’s final determination.

The DLCCA (or District OJT Designee), IIC and OJT Program Administrator will ensure that copies of the documentation are maintained in their project file folder.

If it is determined by the IIC and DLCCA (or District OJT Designee) that the contractor's request is not a valid request, the DLCCA (or District OJT Designee) will make their conditional determination known to the OJT Program Administrator sighting the justifications for their determination and requesting the OJT Program Administrator's concurrence in their determination. If the OJT Program Administrator concurs with the district's "determination," acknowledgement will be sent to the DLCCA (or District OJT Designee); and the DLCCA (or District OJT Designee) will notify the contractor. Copies of the documentation must be maintained in the project's file folder, and a copy should be maintained by the OJT Program Administrator.

The emails received from the Contractors and District Representatives MUST identify the individuals making the requests and/or determinations. The identifications should include the name and titles of those providing input. The dates of their actions should automatically be documented by their emails. This identification is necessary in the event of an audit (ALL PennDOT staff should be instructed on how to create their 'Outlook signatures').

PART PART

II

TRAINING PROGRAM CLASSIFICATIONS AND CRAFTS INDEX

LUBRICATION TECHNICIAN OILER 10.01

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

LUBRICATION TECHNICIAN OILER

Job Description: It is the responsibility of this service person to lubricate the moving parts of wearing surfaces of mechanical equipment; change the oil, grease and filters; refuel all equipment; use grease gun to force grease into bearings; pack grease cups by hand; make minor adjustments and repairs on miscellaneous drive chains and clutches; and keep machine and equipment clean. This service person will often drive a truck on the job site, which carries the various fuels, oils and greases necessary to perform this function; may frequently perform other duties as assigned by operator foreman.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____

Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

LUBRICATION TECHNICIAN OILER 10.01

Lubrication Instruction: ----- 238 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting

Receives instruction and assists the job mechanic or oiler in the following maintenance activities and tasks:

- Oil and grease moving parts of friction surfaces of mechanical equipment, such as shaft and motor bearings, sprockets, drive chains, gears and pulleys according to the specified procedures and oral instructions
- Oil and grease moving parts of friction surfaces of mechanical equipment, such as shaft and motor bearings, sprockets, drive chains, gears and pulleys according to the specified procedures and oral instructions
- Fill containers such as oil can, grease gun, or tank of lubrication truck with specified lubricants
- Squirts or pours oil on moving parts and friction surfaces into holes, oil cups and reservoirs
- Turn oil cup valves to regulate flow of oil to moving parts
- Forces grease into bearings with grease gun, smears grease on friction surfaces, or packs grease cup by hand
- Fills wells and sumps of lubricating systems with oil
- Reports machinery defects or malfunction to supervisor
- May clean machine and transport stock
- May be specified, according to type of machine or equipment lubricated, to tend machine that automatically oils parts
- Assist in end-of-day fueling, cleaning of machine to be in good working order for next day's performance
- Receives other instruction, as deemed necessary for the performance of this position

LUBRICATION TECHNICIAN OILER 10.01

Lubrication Instruction: ----- 260 Hours

Under the direct supervision of:

Name: _____ Title: _____

Demonstrates proficiency and ability in the following tasks:

- Oil and grease moving parts of friction surfaces of mechanical equipment, such as shaft and motor bearings, sprockets, drive chains, gears and pulleys according to the specified procedures and oral instructions
- Fill containers such as oil can, grease gun or tank of lubrication truck with specified lubricants
- Squirt or pour oil on moving parts and friction surfaces into holes, oil cups and reservoirs
- Turn oil cup valves to regulate flow of oil to moving parts
- Forces grease into bearings with grease gun, smear grease on friction surfaces or pack grease cup by hand
- Fills wells and sumps of lubricating systems with oil
- Reports machinery defects of malfunction to supervisor
- Cleans machine and transports stock
- May be specified, according to type of machine or equipment lubricated, to tend machine that automatically oils parts
- Clean up grease and service equipment after each day's operation

LUBRICATION TECHNICIAN OILER 10.01

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to work independently as a service agent, lubricating all moving parts of wearing surfaces of mechanical equipment. He or She has demonstrated knowledge of need to change oils, and filters; greases, refuels equipment, uses grease guns to force grease into bearings, packs grease cups by hand, makes minor repairs and adjustments to equipment, keeps machines and equipment clean and in good working order.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Oiler – Core Training: - - - - - 500 Hours

Work Experience: - - - - - 500 Hours

- At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training

Total Hours – Program: - - - - - 1000 Hours

Total Hours – Completed: - - - - - _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Trainee Signature: _____ Date: _____

DOZER OPERATOR 10.02

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

DOZER OPERATOR

Job Description: Responsible to operate dozer or tractor equipped with concave blade attached across front to gouge-out, level, and/or distributive earth and to push trees and rocks from land preparatory to constructing roads. - (80 H. P. and less)

Operate a tractor with a concave steel scraper blade mounted in front of chassis to level, distribute, and push earth and regulates height of blade from the ground - (Over 80 H. P.).

This work is subjected to strict inspection and must conform closely to specifications. This equipment may be used as a pusher to load earth carrying equipment. At times, a ripper attachment is used for ripping the earth prior to loading the scraper. Regulates the height of the blade or push block from the ground; and may fuel, oil, grease, service and make normal operating adjustments to equipment.

Orientation: - - - - - 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____

Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

DOZER OPERATOR 10.02

Dozer Introduction: ----- 348 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receives instructions and assists dozer operator to fasten attachments to tractor with clevis or wedge-pin hitches
- Assists operator to connect hydraulic hoses and mechanical linkage of power takeoff shaft to tractor to provide power to raise, lower, or tilt attachment
- Receives instruction and observes the supervisor/operator start and operate controls to move dozer in all directions
- Receives instruction of levers to control tool bars, carriers and disks
- Observes operator move levers and depress pedals to maneuver tractor and raise, lower, and tilt attachment to clear right-of-way
- Receives instruction and assists in clean up, grease, and service of bulldozer after each day's operation
- Receives instruction on four types of work:
 1. Clearing and Grubbing – Removing all vegetation from land
 2. Stock piling – Striping top soil – Keeping level so pan dumping the soil will not have any problem – must keep slope ready for seeding
 3. Pushing and Rough Grade:
 - Take care of slopes
 - Cut edge of slope
 - Must be able to work the toe of slope
 - Push the pan to pick up the soil
 4. Finish grade – Bring slope down and sub grade to the specified level

DOZER OPERATOR 10.02

Dozer Operation: ----- 250 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Start and operate controls to move dozer in all directions
- Move levers to control toolbars, carriers, and disks
- Moves levers and depresses pedals to maneuver tractor and raise, lower, and tilt attachment to clear right-of-way
- Drive dozer in successive passes over terrain to raise or lower terrain to specified grade
- Feel lever and listen for stalling action of engine to estimate depth of cut
- Perform one or more work items:
 - Cleaning and grubbing
 - Stockpiling
 - Rough grading
 - Pushing pan
 - Dressing slopes
 - Finish grade
 - Clean up, grease, and service dozer after each day's operation

Dozer Operation: ----- 200 Hours

Under the reviewed supervision of:

Name: _____ Title: _____

- Start and operate controls to move dozer in all directions
- Demonstrate proficiency in at least three of following work items:
 - Cleaning and grading
 - Dressing slopes
 - Stockpiling
 - Cut or fill terrain to specified grade
 - Pushing pan
 - Finish grades

DOZER OPERATOR 10.02

Certification:

I certify that _____ has satisfactorily operated a dozer demonstrating his/her ability to start-up and operate controls to move the dozer in all directions. He/she has demonstrated knowledge of fastening attachments and hydraulic hoses, adding fuel, lubricating and servicing the bulldozer. He/she knows how to clear and grub, stockpile, rough grade, dress slopes, push pans and bring surfaces to finish grades. He/she knows the importance of maintaining a level in successive passes over terrain to specified grade to produce a uniform quality surface. He/she knows the importance of and how to clean up, grease, and service the dozer after each day's operation.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Dozer Operator (Core Training): ----- 800 Hours

Work Experience: ----- 200 Hours

- At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed. Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: ----- 1,000 Hours

Total Hours – Completed: ----- _____Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

ROLLER OPERATOR 10.03

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

ROLLER OPERATOR

Job Description: Responsible to operate heavy rolling machine to compact earth fills, subgrades, and flexible bases to grade specifications. May use push hand roller, hand tamper, or portable power roller over areas not accessible to road roller. May fuel, oil, grease, service, and make normal operating adjustments to equipment as necessary.

Orientation: - - - - - 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

ROLLER OPERATOR 10.03

Roller Operation Instruction: ----- 348 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction and observe the supervisor/operator start-up and operate controls, and move roller, move levers, depress pedals, turn hand wheels, and push throttle sufficiently to control and guide machine

Receives instruction to determine:

- Speed and direction of machine based on knowledge of compressibility of material
- Production rates
- Lift requirements
- Care in rolling from the outside edge, around forms, curbs, etc.
- Crowning the roadway and the number of successive roller passes needed to attain minimum compaction requirement
- Observe how to operate and maneuver the machine in successive overlapping passes from the outer edge to the center of the surface to be compacted
- Safely operate the roller under the direct observation of the supervisor/trainer
- Clean up, grease, and service roller after each day's use

Roller Operation: ----- 250 Hours

Under the Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Demonstrate ability to start and maneuver controls to move roller, move levers, depress pedals, turn hand wheels, and pushes throttle to control and operate machine
- Demonstrate ability to determine the speed and direction of machine based on instruction
- Demonstrate ability to operate machine in successive overlapping passes from the outer edge to the center and maintaining a satisfactorily compacted uniform surface
- Show ability to clean up, grease, and service roller after each day's operation
- Receive additional comments and instruction from supervisor

ROLLER OPERATOR 10.03

Certification:

I certify that _____ has satisfactorily operated a roller demonstrating his/her ability to start and operate controls to move the roller in all directions. He/she has demonstrated knowledge of operation of heavy rolling machine to compact earth fills, subgrades, flexible bases to grade and specifications. He/she knows the production rates, lift requirements, care in rolling from the outside edge, around forms, curbs, etc., crowning the roadway and the number of successive roller passes needed to attain minimum compaction requirements that will produce a uniform quality surface. He/she knows the importance of and how to clean up, grease, and service the roller after each day's operation.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Roller Operator (Core Training): - - - - - 600 Hours

Work Experience: - - - - - 400 Hours

At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1000 Hours

Total Hours - Completed: - - - - - _____Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

MECHANIC 10.04

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

MECHANIC

Job Description: Is able to demonstrate ability to assemble, set up, adjust, maintain and repair any and all types of construction equipment to include but not be limited to: internal combustion engines, air compressors, pumps, concrete mixers, heavy earth moving equipment, and paving equipment, etc.; is knowledgeable of the proper tool usage required, the preventative and the corrective maintenance procedures. Proper procedures for the care of existing tools and the methods used to request new or needed tools not available; may perform duties of a welder in the repair of equipment as necessary.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

MECHANIC 10.04

Mechanic's Instruction: ----- 123 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Observe proper operation of various pieces of equipment
- Receive instruction on basic function and preparation of daily functions
- Introduction to proper care, storage, and usage of tools
- Become aware of type and size of tools necessary for assigned procedure or repair
- Learn proper method of transporting tools; sequence of usage for various procedures

Mechanic's Maintenance: ----- 275 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Establishes standard procedures and scheduling for preventative maintenance on fixed and mobile equipment
- Receive instruction on proper selection of tools required for preventative maintenance on either fixed or mobile equipment
- Develop plan for corrective maintenance of fixed or mobile equipment
- Selects and assembles tools for use on the job site
- Receives instructions on company policy and observes methods to purchase, receive, store, and draw supplies and tools for use on project

Mechanic's Application: ----- 300 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Demonstrate ability to order, receive, store, draw tools, and materials needed for job under supervision
- Plans, arranges, and transports necessary tools to project site
- Assists in the planning and implementation of preventative and corrective maintenance of equipment
- Work with tools of trade to maintain equipment in good working order

MECHANIC 10.04

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to perform all duties assigned to the mechanic's classification. He/she is able to maintain various pieces of heavy equipment in good working order. He/she is able to plan and implement preventative and corrective maintenance to minimize loss of production (down time).

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Mechanic (Core Training): - - - - - 700 Hours

Work Experience: - - - - - 300 Hours

At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1000 Hours

Total Hours – Completed: - - - - - _____ Hours

Trainee's Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

ASPHALT PAVING MACHINE OPERATOR 10.05

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

ASPHALT PAVING MACHINE OPERATOR

Job Description: Responsible to operate the asphalt paving machine in a manner that places satisfactory layer(s) of hot-mix bituminous material; control the longitudinal alignment; control the overlap of longitudinal joints; placing the material in a smooth continuously moving operation that produces a uniform roadway surface within the specified tolerance.

Orientation: - - - - - 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

ASPHALT PAVING MACHINE OPERATOR 10.05

Care and Maintenance of Equipment: ----- 8 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receives instruction and assists the job mechanic or paver operator in the following maintenance activities and tasks:
 - fueling,
 - lubrication
 - servicing paver
- Instruction on operating parts of the paver
- Bolting on and/or removing screed extension
- Bolting on and/or removing auger extension
- Checking screed for proper alignment and camber
- Setting screed camber and alignment (string line)
- Instruction and explanation of screed heating units
- Cleaning and care of paver
- Verbal instruction on bituminous paving operation

Paving Operation Instruction: ----- 30 Hours

Under review supervision of:

Name: _____ Title: _____

- Receive instruction and observe the supervisor/operator start-up and operate controls to move paver in all directions; ignite and heat screed; raise and lower screed; operate materials dump hopper; feed bars and auger; and operate vibrating tamper.
- Receive instruction on and observe the operating speed of the paver as a continuing movement is maintained; backing trucks to paver; dumping trucks; amount of material maintained at screed and auger; and closing dump hopper.
- Receive instruction and assist in clean up, grease, and service of paving machine after each day's operation.

ASPHALT PAVING MACHINE OPERATOR 10.05

Paving Machine Operation: ----- 160 Hours

Under review supervision of:

Name: _____ Title: _____

- Start and operate controls to move the paver in all directions; ignite and heat screed; raise and lower screed; operate materials dump hopper, feed bars, and auger; and operate vibrating tamper under direct supervision.
- Operate the paving machine in a continuous movement to maintain uniformity of placement under direct supervision.
- Receive additional instruction or clarification from supervising operator as needed.
- Clean up, grease, and service paving machine after each day's operation with assistance from supervising operator.
- Receive additional comments and instruction from supervising operator as needed.

Paving Machine Operation: ----- 400 Hours

Under review supervision of:

Name: _____ Title: _____

- Start-up and operate controls to move the paver in all directions; ignite and heat screed; raise and lower screed; operate materials dump hopper, feed bars, and auger; and operate vibrating tamper.
- Operate the paving machine in a continuous motion.
- Clean up, grease, and service paving machine after each day's operation.
- Receive additional comments and instruction from supervisor.

ASPHALT PAVING MACHINE OPERATOR 10.05

Certification:

I certify that _____ has satisfactorily operated an asphalt paving machine demonstrating his/her ability to start and operate controls to move the paver in all directions. He/she knows how to ignite and heat screed; raise and lower screed; operate material dump hopper, feed bars and auger; operates vibrating tamper. He/she knows why to heat the screed and how long to heat the screed. He/she knows how much hot mixed material to maintain on/at the auger. He/she also understands how delivery trucks must be backed to the paver; the speed at which to operate the paver; the importance of maintaining a continuous paving operation to produce a uniform quality surface; and the importance of and how to clean up, grease, and service the paving machine after each day's operation.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Asphalt Paving Machine Operator (Core Training): ----- 600 Hours

Work Experience: ----- 400 Hours

- At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: ----- 1000 Hours

Total Hours – Completed: ----- _____Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

PILE DRIVER 10.06

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

Pile Driver

Job Description: Develop all skills required of pile drivers in all activities of sheet, bearing pile, caisson, lagging, or anchor installation procedure to include but not be limited to the following: load and unload from trucks all pile driving equipment; assemble and disassemble leads; fuel and service pile hammer; receive and unload required length of piles, lagging, tendons, etc. at each placement site as directed; develop a complete understanding of signal communications used on pile driving and drilling operations; assist placing pile hammer in leads; assist in raising and lowering leads; understand use of 100’ tape and 6’ rule (engineers and carpenters rule); mark piles to measure length during driving, including one (1) inch increments to determine practical refusal of pile; basic understanding of pile, anchor or caisson stake-out; assist in placing leads over pile stake-out; assist in lining up drill rig; assist in placing pile in leads; assist in placing hammer on pile; ability to climb leads in raised position; ignite pile hammer; assist in making cut-off elevation on piles that are satisfactorily driven; assist welder in pile cutting and welding or as directed; assist crane operator or oiler as directed. Work with operator and laborer (composite crew) on caisson or anchor drilling rig, assisting in all aspects of drilling, including sounding hole to assure proper depth and/or adequate rock sockets. Change and lubricate drilling tools, bits and rods as required for particular drilling applications. Work with operator and laborer (composite crew) preparing anchor tendons for installation into drilled holes. Place reinforcing steel cage into drilled caisson shaft or place soldier beam into drilled shaft on caisson drill. Assist in setting up anchor stressing and testing operation. Learn anchor stressing and testing procedures. Hook-up, read and use sensitive and delicate measuring instruments (i.e., load cells, dial indicators, analog and digital pressure gauges, etc.). Handle, cut as required, and place wood or precast concrete lagging. Learn to identify all pile sections including H-beam/pipe, precast concrete, timber and sheet piling. Learn to identify anchors (bar and stand) by size and length.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

PILE DRIVER 10.06

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

Pile Driver Trainee: ----- 258 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist senior pile driver or work in drilling crew as helper
- Receive instruction, observe and assist pile or drilling crew in all tasks as outlined in job description
- Receive instruction and training from the immediate supervisor in skills including: use of hand tools, 100’ tape, 6’ rule, string line and line level, hand level (lock level); review and understand pile sections, including H-beam/pipe, precast concrete, timber and sheet piling; review and understand pile caisson or anchor stake-out
- Review and understand sheet pile lay-out; identify and mark final elevation for pile cut-off
- Understand and demonstrate signal communications used during operation
- General understanding of pile penetration
- Refusal or practical refusal
- General understanding of anchor and caisson drilling and installation procedures
- Assist in setting up anchor stressing equipment
- General understanding of anchor stressing and testing procedures
- Identify adequate caisson or anchor depth, sound caissons, identify rock socket
- Assist in transferring cut-off elevation from pile or caisson stake-out to pile satisfactorily driven or required caisson tip elevation
- Receive additional instruction from foreman

PILE DRIVER 10.06

Pile Driver Trainee: ----- 540 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the pile crew and drilling crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of tools to perform piling, drilling, and caisson or anchor installation activities
- Demonstrate proficiency in signal communications used during pile construction, caisson drilling, lagging installation, anchor drilling, and installation activity
- Demonstrate proficiency in handling, cutting and installing all types of lagging
- Demonstrate proficiency in understanding piling, lagging, caisson, or anchor stake-out and sheet pile layout
- Demonstrate proficiency in transferring cut-off elevation from pile, caisson, or anchor stake-out to completed installation
- Demonstrate proficiency in transferring cut-off elevation from pile or caisson stake-out to pile satisfactorily driven or required caisson tip elevation
- Demonstrate proficiency in identifying, handling and changing drill tools as required
- Demonstrate proficiency in identifying all pile sections including H-beam/pipe, precast concrete, timber, and sheet piling
- Demonstrate proficiency in setting up and conducting anchor stressing and testing procedures
- Receive additional comments and instruction from foreman

PILE DRIVER 10.06

Certification:

I certify that _____ has satisfactorily performed all _____ pile driving activities and related activities assigned to him/her by the pile foreman. I also certify that he/she has developed sufficient pile driver skills to read a pile stake-out, including the finish elevation for pile cut-off; that he/she demonstrates the ability to use the tools necessary to accomplish the assignment; and has developed the signal communication skills needed to direct the crane operator and others assigned to pile driving construction activities.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Pile Driver (Core Training): - - - - - 800 Hours

Work Experience: - - - - - 200 Hours

At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1,000 Hours

Total Hours – Completed: - - - - - _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

TRACTOR OPERATOR 10.07

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

TRACTOR OPERATOR

Job Description: Responsible to operate heavy tractor with attachments to compact and/or seal earthen fills, disc soils, and use a drag box to plane haul road surfaces; may also use a water tanker to control dust along haul road surfaces. May fuel, oil, grease, service, and make normal operating adjustments to equipment as necessary.

Orientation: - - - - - 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

TRACTOR OPERATOR 10.07

Tractor Operation Instruction: ----- 348 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction and observe the supervisor/operator start-up and operate controls and move tractor, move levers, depress pedals, turn hand wheels, and push throttle sufficiently to control and guide machine
- Receive instruction to determine speed and directions of machine based on knowledge of compressibility of material, production rates, operation of various attachments, and to maneuver the machine in successive overlapping passes from the outer edge to the center of the surface to be compacted or sealed
- Safely operate the tractor under the direct observation of the supervisor/trainer
- Clean up, grease, and service tractor after each day's use

Tractor Operation: ----- 250 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Demonstrate ability to start and maneuver controls to move tractor, move levers, depress pedals, turn hand wheels, and pushes throttle to control and operate machine
- Demonstrate ability to determine the speed and direction of machine, based on instruction
- Demonstrate ability to operate machine in successive overlapping passes from the outer edge to the center, maintaining a satisfactorily compacted uniform surface
- Show ability to clean up, grease, and service tractor after each day's operation
- Receive additional comments and instruction from supervisor

TRACTOR OPERATOR 10.07

Certification:

I certify that _____ has satisfactorily operated a tractor demonstrating his/her ability to start and operate controls to move the tractor in all directions and familiar with various attachments. He/she has demonstrated knowledge of operation of heavy tractor with attachments to compact and/or seal earthen fills, disc soils, and use a drag box to plane haul road surfaces. He/she has also demonstrated knowledge of operation of water tanker to control dust along haul road surfaces. He/she knows the importance of and how to clean up, grease, and service the tractor after each day's operation.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Tractor Operator (Core Training): - - - - - 600 Hours

Work Experience: - - - - - 400 Hours

At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1000 Hours

Total Hours – Completed: - - - - - _____Hours

Trainee's Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

CARPENTER 20.01

Carpenter Trainee: ----- 348 Hours

Under the direct Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assists carpenter foreman as helper
- Observe carpentry crew in all tasks outlined in the job description
- Receive instruction and training from the carpenter foreman in the following skills: use of power tools, including various saws, drills, and grinders. Knowledge of angle cuts, measurements, and blue prints as well as bracing, building forms, abutments, and parapets

Carpenter Trainee: -----450 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist carpenter foreman and crew in tasks outlined in job description
- Demonstrate proficiency in using carpenter tools, power tools, and braces
- Demonstrate proficiency in building forms and abutments
- Demonstrate proficiency in receiving instruction from the foreman and/or using blue prints and proceeding to use tools in the building of forms to completion
- Receive additional comments and instruction from carpenter foreman

CARPENTER 20.01

Certification:

I certify that _____ has satisfactorily completed the assigned skills of a construction carpenter under his/her supervision. I also certify that he/she has developed sufficient carpentry skills to read construction plans and proceed with forms building under the supervision of the carpenter foreman.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Carpenter Trainee (Core Training): ----- 800 Hours

Work Experience: ----- 200 Hours

At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

CARPENTER (HIGHWAY & BRIDGE) 20.02

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

CARPENTER (Highway & Bridge) TRAINEE

Job Description: Responsible for building formwork for bridge construction, box culverts, inlets, and headwalls. This job requires the use of hand and power tools, identification of materials used for building forms (i.e., lumber, plywood, etc.) and stripping and salvage of forms for reuse.

Orientation: - - - - - 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

Carpenter Instruction: - - - - - 198 Hours

Under the direct supervision of:

Name: _____ Title: _____

CARPENTER (HIGHWAY & BRIDGE) 20.02

- Toolbox safety meeting
- Receive instruction of safety procedures
- Receive instruction on care and use of hand and power tools
- Receive instruction on identification and use of materials on the job
- Receive instruction to basic form design
- Observe journeyman carpenters on daily basis with building of formwork and to assist with building of forms under the direct observation of the supervisor/trainer

Formwork Carpenter: ----- 800 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Weekly toolbox safety meeting
- Demonstrate ability to construct the following formwork:
 - * Footing Formwork
 - * Plywood Forms
 - * Whalers and Ties
 - * Concrete Placement
 - * Trowel Finish
 - * Abutment Formwork
 - * Chamfer Strips
 - * Raised Keyways
 - * Block-outs
 - * Vinyl Water-Stops
 - * Bearing Anchor Bolts
 - * Construction Joints
 - * Deck Formwork
 - * Overhead Forms
 - * Edge Forms
 - * Drip Edges
 - * Bulkheads
 - * Hung Forms
 - * Bridge Rail Anchor Bolts
 - * Concrete Accessories
 - * Form Fillers
 - * Parapet and Hand Rail Forming
 - * Box Culverts, Inlets and Headwalls Formwork
 - * Striping and Salvage of Forms for Reuse
- Will receive additional comments and instruction from supervisor

CARPENTER (HIGHWAY & BRIDGE) 20.02

Certification:

I certify that _____ has satisfactorily completed carpenter (highway & bridge) training, demonstrating his/her ability to construction formwork for bridge and highway related work. He/she has demonstrated knowledge of identifying materials required for formwork, use and care of hand and power tools, construction of various types of formwork.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Carpenter (Core Training): - - - - - 800 Hours

Work Experience: - - - - - 200 Hours

At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1,000 Hours

Total Hours Completed: - - - - - _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

IRONWORKER – STRUCTURAL STEEL 40.01

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

IRONWORKER – STRUCTURAL STEEL

Job Description: Develop all skills required of the ironworker in all activities of the placement and setting of structural steel; works with ironworker foreman in the reading of the structure plans; placing of steel, rigging, and assembling and erecting structural members which may need required riveting and/or welding. Performs other related duties as directed by the foreman.

Orientation: - - - - - 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

IRONWORKER – STRUCTURAL 40.01

Ironworker – Structural Trainee: ----- 238 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Instruction on plan reading
- Receive instruction, observe and assist the foreman and ironworker crew as outlined in job description
- Introduction, understanding, and use of tools
- Instruction, demonstration, and care of equipment
- Receive additional instruction from ironworker foreman

Ironworker – Structural Trainee: ----- 320 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreman and ironworker crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of tools
- Demonstrate ability to assist in laying out, fabricating, and assembling of steel structures
- Assist in the rigging with use of cranes, derricks, and land rigs with knowledge of proper load limits for lines and chokers
- Assists in the erection of structure with attention to hooking, connecting, fitting, welding, and bolting
- Demonstrate ability to use all welding equipment
- Receive additional instruction from ironworker foreman

IRONWORKER – STRUCTURAL 40.01

Certification:

I certify that _____ has satisfactorily worked with the ironworker crew to successfully demonstrate his/her ability to read plans, assemble and erect structural members with required riveting, welding and/or bolting; and that he/she demonstrates the ability to use all tools necessary to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trainee as:

Ironworker (Core Training): ----- 560 Hours

Work Experience: ----- 440 Hours

- At the completion of the training, the trainee will be afforded to work experience as an ironworker at the training wage rate for the remainder of the training program hours.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Program Hours: -----1000 Hours

Total Hours Completed: ----- _____ Hours

Trainee's Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

TRUCK DRIVER (HEAVY DUTY) 50.01

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

TRUCK DRIVER (HEAVY DUTY)

Special Requirements: Must have a valid Driver’s License.

Job Description: Develop all skills required of heavy highway truck drivers to support the foreman in all activities of the trucking operation to include but not be limited to: knowledge and maintenance of single- and multi-rear axle trucks meeting the requirements for Pennsylvania Commercial Driver’s Licensing. This includes a general knowledge of laws, regulations, and operation of the stated vehicle. Trainee will be able to perform a pre-trip inspection of his/her vehicle and be able to explain what one inspects and why (license requirement). The trainee will be able to maneuver and control the vehicle in a safe fashion (skills test for licensing). The trainee will be able to handle the vehicle onsite and in an on-the-road situation. These tasks will include signaling, searching for hazards, controlling speed, and lane positioning. Training will conform to the Pennsylvania Commercial Driver’s Licensing Requirements and will be given a Commercial Driver’s Manual at the beginning of their training. (Appointee must have valid driver’s license.)

Orientation: - - - - - 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

TRUCK DRIVER (HEAVY DUTY) 50.01

Truck Driver Instruction: ----- 248 Hours

Under the direct supervision of:

Name _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist truck drivers in all tasks outlined in the job description
- Receive instruction to determine speed and direction of vehicle based on knowledge of operations
- Receive instruction and training from truck foreman in the following skills: safety procedures, routine fueling, lubricating and servicing, and pre-inspection of vehicle
- Observe how to drive and maneuver the vehicle in a forward and backward motion

Truck Driving Operation: -----350 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Demonstrate ability to start and operate controls to maneuver vehicle forward and backward in a safe fashion
- Demonstrate ability to perform a pre-trip inspection on vehicle
- Demonstrate ability to drive vehicle onsite, loading and unloading of all materials over all terrains, controlling speed to road surface, spacing, and handling of vehicle in a safe fashion
- Demonstrate ability to control vehicle on and off site, matching speeds to road conditions (wet, dry, snow, or ice), time of day or night driving
- Demonstrates knowledge of procedures for vehicle maintenance in case of breakdown or tire failures, understands air brake systems if any vehicle is equipped with the system
- Receives additional comments and instruction from truck foreman

TRUCK DRIVER (HEAVY DUTY) 50.01

Certification:

I certify that _____ has satisfactorily operated single- and multi-axle trucks demonstrating his/her ability to startup and operate controls to move the vehicle in all directions. He/she has demonstrated knowledge of operation of various single- and multi-axle vehicles onsite and on the road. Trainee is able to perform a pre-trip inspection and is able to identify and rectify any problems that should occur while handling the vehicle. The trainee is able to load and unload materials over all terrain surfaces. The trainee understands the importance of safe operation of the vehicle under all roadway conditions.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Truck Driver (Core Training): ----- 600 Hours

Work Experience: ----- 400 Hours

At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Program Hours: ----- 1000 Hours

Total Hours – Completed: ----- _____Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature _____ Date _____

TEAMSTER – TRUCK DRIVER (CDL CLASS ‘A’) 50.02

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

TEAMSTER – COMMERCIAL DRIVER’S LICENSING

Special Requirements:

Must have valid Driver’s License/Commercial Driver’s License Class A

Job Description: Develop all skills required of heavy truck drivers to support the foreman in all activities of the trucking operation to include but not be limited to: knowledge and maintenance of single- and multi-rear axle trucks meeting the requirements for Pennsylvania’s Commercial Driver’s Licensing (CDL Class A). This includes a general knowledge of laws, regulations and operation of the stated vehicle. Trainee will be able to perform a pre-trip inspection of his/her vehicle and be able to explain what one inspects and why (license requirement). The trainee will be able to maneuver and control the vehicle in a safe fashion (skill testing for license). The trainee will be able to handle the vehicle onsite and in an on-the-road situation. These skills will include signaling, searching for hazards, controlling speed, and lane positioning. Training will conform to the Pennsylvania Commercial Drivers’ Licensing requirements and will be given a Commercial Driver’s Manual at the beginning of their training. (Appointee must have a valid driver’s license.)

Orientation & EEO Policy: - - - - - 3 Hours

By Company EEO Officer:

Name: _____ Title: _____

Telephone #: _____

Safety Drug & Alcohol Policy: - - - - - 2 Hours

By Company Trucking Supervisor:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

TEAMSTER – TRUCK DRIVER (CDL CLASS ‘A’) 50.02

Familiarization with Truck Equipment to be Used: -----33 Hours

By Company Trucking Supervisor:

Name: _____ Title: _____

Telephone #: _____

Safe Driving Practices in Construction Work Operations and Proper Method of
Accident Reporting and Driver Conduct with Regard to Public: ----- 4 Hours

Name: _____ Title: _____

Telephone #: _____

Driving Road Test: -----4 Hours

Name: _____ Title: _____

Telephone #: _____

Procedure in Loading, Unloading, Backing, Stockpiling, Delivery
and Spreading: ----- 2 Hours

Name: _____ Title: _____

Telephone #: _____

Introduction and Overview of Project: ----- 2 Hours

Name: _____ Title: _____

Telephone #: _____

TEAMSTER – TRUCK DRIVER (CDL CLASS ‘A’) 50.02

Application of Driving Skills:

- Service Truck: -----150 Hours
- Cubic Yard Dump Truck (F-6): ----- 100 Hours
- 10 Cubic Yard Dump Truck (10 Wheel of F-8): ----- 100 Hours
- 15 Cubic Yard Dump Truck (Tri Axle): ----- 400 Hours
- Tank Truck, High, Flat, or Boom Truck: ----- 200 Hours

Name: _____ Title: _____

Telephone #: _____

- It is recognized that individual trainees and job progress may require advancement through a particular stage of training at a pace other than outlined above. Therefore, the hours and the type of vehicle assigned to the various points of training are approximate and are intended to serve as a guide in implementing this program. The training pace will be geared to that of the individual trainee whenever practical with consideration of job progress. However, operating experiences will be provided on each type of vehicle at some point during the training program.

TEAMSTER – TRUCK DRIVER (CDL CLASS ‘A’) 50.02

Certification:

I certify that _____ has satisfactorily developed all skills required of heavy truck drivers to support the foreman in all activities of the trucking operation to include but not be limited to: knowledge and maintenance of single- and multi-rear axle trucks meeting the requirements for Pennsylvania’s Commercial Driver’s Licensing (CDL Class A). This includes a general knowledge of laws, regulations, and operation of the stated vehicle. Trainee will be able to perform a pre-trip inspection of his/her vehicle and be able to explain what one inspects and why (license requirement). The trainee will be able to maneuver and control the vehicle in a safe fashion (skill testing for license). The trainee will be able to handle the vehicle onsite and in an on-the-road situation. These skills will include signaling, searching for hazards, controlling speed, and lane positioning.

Total Hours Trained:

“On site” Truck Driver Training (Core Training): -----50 Hours

Application of Driving Skills – “Work Experience”: -----950 Hours

- At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours – Program: ----- 1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

PAINTER 60.01

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

PAINTER

Job Description: Develop all skills required to perform as a member of the painting crew under the direction of the Foreman. Works with crew and Foreman on the reading of work plans and standard drawings; use and care of all hand and power tools; performs other related duties as directed by the Foreman.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

Painter Trainee: -----263 Hours

Under direct supervision of:

Name: _____ Title: _____

PAINTER 60.01

- Toolbox safety meeting
- Instruction on mixing paint and application
- Receive instruction, observe, and assist the foreman and painter crew as outlined in job description
- Introduction, understanding, and use of all hand and power tools to be used on this project
- Instruction, demonstration, and care of equipment
- Receive additional instruction from painter foreman

Painter Trainee: -----395 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreman and painter crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of all hand and power tools used on this project
- Demonstrate ability to assist in painting, grit blasting, maintaining grit equipment, and painting equipment
- Assist in the rigging with use of cables, spiders (containment)
- Assist in the rigging of structure with attention to:
 - Hooking
 - Chokers
 - Clamps
 - Scaffolding
- Demonstrate ability to use all painting and grit equipment
- Receive additional instruction from painter foreman, as deemed necessary

Under review supervision of:

Name: _____ Title: _____

PAINTER 60.01

Certification:

I certify that _____ has satisfactorily worked with the painting crew to successfully demonstrate his/her ability to paint, brush roll, spray, and grit blast. Shows ability to rig spiders, scaffolding, cables, all necessary rigging which is in use in the painting industry. Ability to use tools, maintain painting equipment and grit equipment. Ability to proceed with work according to OSHA rules, regulations, to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trainee as:

Painter (Core Training): - - - - - 660 Hours

Work Experience: - - - - - 340 Hours

- At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1,000 Hours

Total Hours – Completed: - - - - - _____Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

ENGINEERING INTERN 80.01

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

ENGINEERING INTERN

Job Description: Intern assists in quantity takeoff, subcontractor & supplier contact, project evaluation; assist in tracing cost and productions, and maintenance of our subcontractor and supplier database. The intern will assist the project engineer and superintendent in keeping track of daily work for the cost control system, project documentation, performing quantity takeoff for planning, helping to prepare monthly pay estimates, scheduling and coordinating subcontractors and suppliers. Interns experience many different aspects of the industry from working with subcontractors in the field to collaborating with the owner.

Orientation: ----- 4 Hours

By Human Resource Department:

- Company Orientation Packet & 401 K benefits
- Review company’s policies (EEO, Sexual Harassment, Safety, etc.)

Name: _____ Title: _____

Field Office Telephone #: _____

By Project Staff:

- Job bulletin board information
- Expectations of intern
- Explanation of intern’s assignments
- Overview of project & safety issues

Name: _____ Title: _____

Telephone #: _____ Field Office Telephone #: _____

Intern: ----- 996 Hours

Under direct supervision of Project Engineer and Job Superintendent:

- Assist the project staff in daily procedures
- Receive instruction, observe, and assist project staff in all tasks outlined in job description
- Gather and review data for project as needed

Name: _____ Title: _____

Telephone #: _____ Field Office Telephone #: _____

ENGINEERING INTERN 80.01

Certification:

I certify that _____ has satisfactorily assisted in quantity takeoff, subcontractor & supplier contact, project evaluation; assisted in tracing cost and productions, and maintenance of our subcontractor and supplier database. He/she has assisted the project engineer and superintendent in keeping track of daily work for the cost control system, project documentation, performing quantity takeoff for planning, helped to prepare monthly pay estimates, scheduling and coordinating of subcontractors and suppliers. He/she has experienced many different aspects of the industry from working with subcontractors in the field to collaborating with the owner.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained:

Orientation: - - - - - 4 Hours

As Engineering Intern (Core Training): - - - - - 996 Hours

- At the completion of the core training, pay trainees in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1,000 Hours

Total Hours – Completed: - - - - - _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

FIELD ENGINEER 80.02

Trainee Name: _____

Last Four (4) digits of trainee candidate’s Social Security No: _____

FIELD ENGINEER

Job Description: Develop skills required of a field engineer. The trainee will be asked to perform the following tasks: sampling and testing of plastic concrete, coordinating and testing of cylinder molds made from the concrete placement operations, assisting project engineer and vice president in administering the company’s job costing program, assisting the vice president in preparing survey information for use in the field, assisting the project engineer in preparing calculations and details to simplify the elevations provided for the structures and roadway, and attending the quarterly safety training seminars conducted by the safety consultant retained by the company.

Field Engineer “Concrete Technician/Quality Control:” ----- 400 Hours

Under direct supervision of:

Name: _____ Title: _____

Concrete Technician/Quality Control:

The trainee will be instructed on the proper method of:

- Obtaining fresh concrete samples
- Performing slump and air testing of the sampling
- Molding cylinders of the samples
- Curing of the cylinders

The trainee will be instructed on the proper handling of:

- The cylinders and will be trained to use the company-owned compressive strength testing machine to determine the compressive strength of the samples
- The trainee will log and monitor the results for compliance with Department specifications and will perform acceptance criteria analysis and flowchart utilization
- The trainee will be instructed on the Department’s random sampling methods for both fresh sampling and coring of apparent low-strength structures

FIELD ENGINEER 80.02

Field Engineer “Job Costing:” -----300 Hours

Under direct supervision of:

Name: _____ Title: _____

Job Costing:

The trainee will receive instruction and subsequently be responsible for the following job costing tasks:

- Coordinating all material deliveries and assigning the costs to one of 300 job cost codes
- Reviewing all daily labor timecards to assure accuracy and compliance with company job costing policy
- Maintaining logs of major material deliveries to identify potential cost overruns and assure proper billing from vendors
- Assist project engineer in preparing labor variance reports to identify production cost savings and overruns

Instruction and oversight will be provided jointly by the president and vice president, while the project engineer will help coordinate the trainee’s efforts.

Field Engineer “Surveying and Field Engineering”: -----150 Hours

Under direct supervision of:

Name: _____ Title: _____

Surveying and Field Engineering:

- The trainee will assist the vice president in: coordinating the surveying subcontractor and preparing layout drawings and calculations to support in-house surveying efforts
- The trainee will be instructed on how to present the information in a format that is easy to understand and without the need of interpretation
- The trainee will further be instructed in the proper methods of performing actual field surveying and will be utilized in the surveying crew as time allows

FIELD ENGINEER 80.02

Field Engineer “Plan Review and Interpretation:” -----100 Hours

Under direct supervision of:

Name: _____ Title: _____

Plan Review and Interpretation:

- The trainee will be instructed on the proper interpretation and understanding of contract compliance documents, including drawing, standard specifications, special provisions, and RC/BC standards
- The trainee will be further instructed in ways to extract necessary information from the drawings and to create working drawings, placement drawings and field sketches to simplify or clarify the contract drawings
- The trainee will also be instructed in the interpretation of specifications, their application to the operations at hand, the proper ways to research the applicable specifications, and present the information to the crews for implementation in the field

Field Engineer “Safety Training:” ----- 50 Hours

Under direct supervision of safety consultant or other responsible official:

Name: _____ Title: _____

Safety Training:

- Along with all employees of the company, the trainee will receive regular safety training and loss management orientation

By a safety consultant or other responsible official:

Name: _____ Title: _____

- This training consists of lectures with video and manual application of the knowledge gained
- Safety toolbox talks and participation in several off-site training seminars
- The trainee will receive instruction on how to work safely, their role in the overall project scheme, and how to enforce safety regulations while avoiding interference with production and schedule

FIELD ENGINEER 80.02

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to successfully complete all field engineer tasks assigned by the project engineer and/or other company official. I also certify that he/she has developed sufficient skills to assist the project engineer in his/her duties as described in the job description.

Operations Manager's Signature: _____ Date: _____

Project Engineer's Signature: _____ Date: _____

Total hours trained as:

- Concrete Technician/Quality Control (Core Training): ----- 400 Hours
- Job Costing (Core Training): -----300 Hours
- Surveying and Field Engineering (Core Training): ----- 150 Hours
- Plan Review and Interpretation (Core Training): -----100 Hours
- Safety Training (Core Training): -----50 Hours

- At the completion of the core training, the trainee will be afforded work experience as a field engineer in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: ----- 1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee's Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

CARPENTER HELPER (HIGHWAY/BRIDGE) 90.01

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

CARPENTER HELPER - HIGHWAY/BRIDGE

Job Description: Develop all skills required of highway/bridge carpenter helper to support the carpenter in all activities of highway/bridge construction to include but not limited to the following: assists a highway/bridge carpenter by expediting materials; maintains a clean and safe working area; saws lumber to specific sizes and assists in construction of wooden falsework and framework for structures under the direction of a highway/bridge carpenter. Performs other related duties.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

Highway/Bridge Carpenter Trainee: ----- 158 Hours

CARPENTER HELPER (HIGHWAY/BRIDGE) 90.01

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the foreman and carpenter crew as outlined in job description
- Receive instruction in the use and care of 6-foot rule and metal tape measure to include an understanding of tenths and hundredths of feet, inches, and fractions of inches
- Introduction, understanding, and use of power and hand tools pertaining to carpentry
- Instruction, observation, safe operation, and care of equipment
- Instruction on reading and application of plans and receive additional instruction from foreman

Highway/Bridge Carpenter Helper Trainee: -----440 Hours

Under review supervision of:

Name: _____ Title: _____

- Demonstrate proficiency in the use of power and hand tools
- Demonstrate ability to assist in layout and erection of all types of formwork
- Demonstrate ability in stripping and salvaging of forms for reuse
- Demonstrate ability to read understand and use plans
- Receive additional instruction from carpenter foreman

CARPENTER HELPER (HIGHWAY/BRIDGE) 90.01

Certification:

I certify that _____ has satisfactorily worked with the _____ carpenter crew to successfully saw lumber to the proper size for all types of formwork at all locations assigned. I also certify that he/she demonstrates the ability to use all tools necessary to accomplish the assignment and has safely and satisfactorily used the equipment to achieve the desired quality of construction.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Carpenter Helper (Core Training): -----600 Hours

Work Experience: -----400 Hours

- At the completion of the core training, the trainee will be afforded work experience as a carpenter helper and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representatives:

Signature: _____ Date: _____

CONCRETE FINISHER 90.02

Concrete Finisher Trainee: ----- 238 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the foreman and finishing crew as outlined in job description
- Introduction, understanding and use of hand tools, and finishing machine. Instruction, observation, safe operation, and care of equipment
- Observation of finishing, tining and texturing of all types of concrete work
- Receive additional instruction from foreman

Concrete Finisher Trainee: ----- 280 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreman and finishing crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of hand tools and finishing machine
- Demonstrate safe operation and care of equipment
- Demonstrate knowledge of finishing, tining and texturing of all types of concrete work
- Receive additional instruction from foreman

CONCRETE FINISHER 90.02

Certification:

I certify that _____ has satisfactorily worked with the finishing crew to successfully fine finish and texture to grade at locations assigned. I also certify that he/she demonstrates the ability to use all tools necessary to accomplish the assignment; and has safely and satisfactorily used the finishing and texturing equipment to achieve the desired quality.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Concrete Finisher (Core Training): -----520 Hours

Work Experience: -----480 Hours

At the completion of the core training, the trainee will be afforded work experience as a concrete finisher and will be paid in accordance with wage rates scale for this contract, for the work performed.

- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee's Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

CONCRETE TEST SPECIALIST 90.03

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

CONCRETE TEST SPECIALIST

Job Description: Develop all skills required of concrete technician in all activities associated with the quality control testing of all classes of concrete. Duties would include but not be limited to:

- Properly sample concrete delivered to the work site – PA Test Method (PTM) No. 601
- Test concrete for slump – PTM 600
- Test concrete for air content – PTM 612 or 615
- Calibrate air meter
- Make, cure, and test concrete compression specimens – PTM’s 604 – 611
- Test for unit weight per cubic foot (yield test) – PTM 613
- Calculate water cement ratio
- Maintain test records
- Develop other skills as instructed and demonstrate by the technician

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

CONCRETE TEST SPECIALIST 90.03

Concrete Test Specialist Trainee: ----- 162 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the technician
- Introduction, understanding, and proper use of all equipment
- Care, calibration, and maintenance of equipment
- Run tests by PTM standards and procedures
- Establish record book and diary

Concrete Test Specialist Trainee: -----356 Hours

Under review supervision of

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the technician by running all tasks and tests as outlined in the job description
- Demonstrate proficiency in the use of all equipment for testing concrete
- Demonstrate ability to calculate yield and water cement ratios
- Demonstrate ability to properly maintain equipment
- Demonstrate ability to provide proper documentation of sampling and testing activities
- Receive additional instruction from technician

This training program outline has been certified by the Pennsylvania Department of Transportation and The American Concrete Institute.

CONCRETE TEST SPECIALIST 90.03

Certification:

I certify that _____ has satisfactorily worked with the concrete testing crew to successfully test the concrete placements at locations assigned. I also certify that he/she has developed sufficient skills to assist in quality control sampling and testing, maintaining proper record keeping for sampling and testing; that he/she demonstrates the ability to use all equipment necessary to accomplish the assignment; and have safely and satisfactorily used the equipment to achieve the desired quality of concrete.

Project Technician: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Concrete Test Specialist (Core Training): -----520 Hours

Work Experience: -----480 Hours

- At the completion of the core training, the trainee will be afforded work experience as a concrete test specialist and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classifications from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

FORM SETTER 90.04

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

FORM SETTER

Job Description: Develop all skills required of a form setter to support the foreman in all activities of the form setting operation to include but not be limited to the following: fits together, aligns and sets to grade, metal and wooden forms that contain plastic concrete, until it hardens; must be proficient in the use of power and hand tools, and able to perform other related duties as directed by the Foreman.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

FORM SETTER 90.04

Form Setter Trainee: ----- 158 Hours

Under the direct Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the foreman and form setting crew as outlined in job description
- Introduction, understanding, and use of power and hand tools
- Receive instruction in the use and care of 6-foot rule and the metal tape measure to include an understanding of tenths and hundredths of feet, inches, and fractions of inches
- Instruction on layout procedures and erection of all types of formwork
- Instruction on reading, understanding, and application of plans
- Receive additional instruction from foreman

Form Setter Trainee: -----340 Hours

Under Review Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the carpenter foreman and carpenter crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of power and hand tools
- Demonstrate ability to assist in all layout and erection of all formwork
- Demonstrate ability to read, understand, and use plans
- Receive additional instruction from foreman

FORM SETTER 90.04

Certification:

I certify that _____ has satisfactorily worked with the formwork crew to successfully layout and erect all types of formwork at all locations assigned. I also certify that he/she demonstrates the ability to use all tools necessary to accomplish the assignment and has safely and satisfactorily used the equipment to achieve the desired quality of construction.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Form Setter (Core Training):- -----500 Hours

Work Experience: -----500 Hours

- At the completion of the core training, the trainee will be afforded work experience as a form setter and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

PIPE LAYER 90.05

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

PIPE LAYER

Job Description: Develop all skills required of pipe layer to support the foreman in all activities of the pipe laying operation to include but not limited to the following: proper method of unloading and sorting pipe; assist in marking pipe location from survey stakeout; assist in placing grade line or points needed to control excavation; assist in controlling the depth and width and grade of excavation; construct the required cradle for pipe; the safe use of compaction equipment; place pipe to the required flow-line grade; seal joints as required; understanding and ability to use 100’ tape and 6’ rule (engineering and carpenters); lock level and hand level; batter board, line level, string line and grade stake; other skills as instructed and demonstrated by the foreman.

The pipe layer trainee shall also receive instruction on laser beam and targets and shall receive special instruction on safe excavation depth, laying back a trench, and shoring-up or supporting the walls of the trench.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

PIPE LAYER 90.05

Pipe Layer Trainee: -----158 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the foreman and pipe crew as outlined in job description
- Introduction, understanding, and use of hand tools; 100' tape, 6' rule (engineering and carpenter), lock level (hand level), line level, string line, batter boards, and grade stakes
- Instruction and understanding to control excavation depth and width
- Safe operation of compaction equipment
- Receive additional instruction from foreman

Pipe Layer Trainee: -----420 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the pipe foreman and pipe crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of 100' tape, and 6' rule, string line, line level, batter boards, and grade stake
- Demonstrate ability to assist in layout of excavation from stake-out
- Demonstrate ability to assist in controlling excavation depth and width
- Demonstrate ability to compact backfill material to meet requirements
- Receive additional instruction from pipe foreman

PIPE LAYER 90.05

Certification:

I certify that _____ has satisfactorily worked with the pipe crew to successfully install the pipe placement locations assigned. I also certify that he/she has developed sufficient skills to assist in pipe excavation layout, control excavation, and backfill that he/she demonstrates the ability to use all tools necessary to accomplish the assignment and has safely and satisfactorily used the compaction equipment to achieve the desired quality of compaction.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Pipe Layer (Core Training): -----580 Hours

Work Experience: -----420 Hours

- At the completion of the core training, the trainee will be afforded work experience as a pipe layer and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

POWER TOOL OPERATOR 90.06

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

POWER TOOL OPERATOR

Job Description: Develop all skills required of a power tool operator to support the labor foreman. He/she will be able to safely operate any and all power tools necessary to the proper functioning of the laborers crew. At the completion of this training program, the candidate will have a working knowledge of most hand tools to include but not be limited to: chain saw, chipping hammer, core driller, jack hammer, pavement breaker, sandblaster, concrete saw, tamper, vibrator, and walk-behind roller.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

POWER TOOL OPERATOR 90.06

Power Tool Operator Trainee: -----158 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the foreman and laborer crew as outlined in job description
- Receive instruction in the use and care of power and hand tools
- Instruction, observation safe operation and care of equipment
- Instruction on reading and application of plans
- Receive additional instruction from foreman

Power Tool Operator Trainee: ----- 420 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the labor foreman and laborers crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of power and hand tools
- Demonstrate ability to read, understand, and use plans
- Demonstrate ability to operate, in safe fashion, any and all power tools necessary to the function of this project
- Demonstrate a working knowledge of all hand and power tools as described in the job description
- Receive additional instruction from labor foreman

POWER TOOL OPERATOR 90.06

Certification:

I certify that _____ has satisfactorily worked with the laborer crew to successfully operate any and all hand and power tools required on this project.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Power Tool Operator (Core Training): -----580 Hours

Work Experience: -----420 Hours

- At the completion of the core training, the trainee will be afforded work experience as a power tool operator and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

IRONWORKER – REINFORCING (REBAR SETTER) 90.07

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

IRONWORKER – REINFORCING (REBAR SETTER)

Job Description: Develop all skills required of the ironworker to support the foreman in all activities of the placement and setting of reinforcing bars to include but not limited to the following: assist the ironworker foreman by reading the structure plans; unloading, storing, placing, spacing and tying epoxy-coated and black reinforcing bar in forms. Performs other related duties as directed by the foreman.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

IRONWORKER – REINFORCING (REBAR SETTER) 90.07

Ironworker – Reinforcing Trainee: ----- 118 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the foreman and ironworker crew as outlined in job description
- Introduction, understanding, and use of hand tools
- Instruction, demonstration, and care of equipment
- Receive additional instruction from ironworker foreman

Ironworker – Reinforcing Trainee: ----- 180 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the ironworker crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of hand tools
- Observe and assist in placement and setting of reinforcing bars
- Receive additional instruction from ironworker foreman

Ironworker – Reinforcing Trainee: ----- 180 Hours

Under review supervision of:

Name: _____ Title: _____

- Demonstrate ability to sort reinforcement bars for placing in forms
- Demonstrate ability to space and tie reinforcing steel in forms
- Demonstrate ability to space and wire steel within specialty forms
- Perform additional duties as assigned by ironworker foreman

IRONWORKER – REINFORCING (REBAR SETTER) 90.07

Certification:

I certify that _____ has satisfactorily worked with the ironworker crew to successfully install the reinforcing bars at locations assigned. I also certify that he/she has developed sufficient skills to assist in the placement and setting of reinforcing bars; and that he/she demonstrates the ability to use all tools necessary to safely and satisfactorily accomplish the assignment.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Form Setter (Core Training): -----580 Hours

Work Experience: -----420 Hours

- At the completion of the core training, the trainee will be afforded work experience as a reinforced ironworker and will be paid in accordance with wage rates scale for this contract, for the work performed. Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

SKILLED LABORER (BRIDGE) 90.08

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

SKILLED LABORER (BRIDGE)

Job Description: Develop all skills to perform as a member of the laborer crew under the direction of the laborer foreman. Works with labor crew and laborer foreman in the reading the structure plans; use the care of all hand and power tools; constructing and assembling concrete forms (falsework); handling and placement of reinforcement steel; placement and finishing of concrete. Performs other related duties as directed by the Foreman.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

SKILLED LABORER (BRIDGE) 90.08

Skilled Laborer (Bridge) Trainee: ----- 238 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Instruction on plan reading
- Receive instruction, observe, and assist the foreman and laborer crew as outlined in job description
- Review general understanding and use of all hand and power tools to be used on this project
- Review method of constructing & assembling concrete forms (falsework), including form removal & clean up
- Review skills needed for concrete pour, forming & finishing of edges, joints, curbs, gutters, and paving of structure
- Review pipe laying procedures, where necessary
- Instruction, demonstration, and care of all equipment
- Receive additional instruction from foreman

Skilled Laborer (Bridge) Trainee: ----- 360 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreman and laborer crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of all hand and power tools used on this project
- Demonstrate ability to assist in laying out of plans for smooth operation of laborer crew work
- Demonstrate ability to construct and assemble concrete forms (falsework), form removal, and clean up
- Demonstrate an understanding of placement of reinforcing steel
- Demonstrate ability to assist in concrete operation on structure or approaches
- Receive additional instruction from laborer foreman, as deemed necessary

SKILLED LABORER (BRIDGE) 90.08

Certification:

I certify that _____ has satisfactorily worked with the laborer crew to successfully demonstrate his/her ability to read plans and has demonstrated a working knowledge of all procedures involved with concrete and reinforcement of bridge structures and that he/she demonstrates the ability to use all tools necessary to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Skilled Laborer (Core Training): -----600 Hours

Work Experience: -----400 Hours

- At the completion of the core training, the trainee will be afforded work experience as a skilled laborer and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

SKILLED LABORER (ROAD) 90.09

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

SKILLED LABORER (ROAD)

Job Description: Develop all skills required to perform as a member of the laborer crew under the direction of the laborer foreman. Works with labor crew and laborer foreman in the reading of roadway plans and standard drawings; use and care of all hand and power tools; constructing and assembling concrete forms, (load transfer units); handling and placement of reinforcement steel; placement, finishing and curing of the concrete. Performs other related duties as directed by the foreman.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

SKILLED LABORER (ROAD) 90.09

Skilled Laborer (Road) Trainee: ----- 238 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Instruction on plan reading and standard drawings
- Receive instruction, observe, and assist the foreman and laborer crew as outlined in job description
- Review general understanding and use of all hand and power tools to be used on this project
- Review method of and assembling of concrete roadway forms, including form removal and clean up
- Review procedure for handling and placement of load transfer units and reinforcement steel
- Review skills needed for concrete pour; forming and finishing of edges, joints, and applying concrete cure materials
- Instruction, demonstration, and care of all equipment
- Receive additional instruction from foreman

Skilled Laborer (Road) Trainee: ----- 460 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreman and laborer crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of all hand and power tools used on this project
- Demonstrate ability to assist in laying out of plans for smooth operation of laborer crew work
- Demonstrate ability to work independently with the laborer work crew
- Demonstrate ability to construct and assemble concrete forms removal and clean up
- Demonstrate an understanding of placement of load transfer units and reinforcing steel
- Receive additional instruction from laborer foreman, as deemed necessary

SKILLED LABORER (ROAD) 90.09

Certification:

I certify that _____ has satisfactorily worked with the laborer crew to successfully demonstrate his/her ability to read plans and standard drawings and has demonstrated a working knowledge of all procedures involved in form placement, load transfer units, cement concrete and reinforcement for cement concrete pavements. That he/she demonstrates the ability to use all tools necessary to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Skilled Laborer (Core Training): -----700 Hours

Work Experience: -----300 Hours

- At the completion of the core training, the trainee will be afforded work experience as a skilled laborer and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

SKILLED LABORER (Cement Concrete Paving Crew (Plain/Reinforced)) 90.10

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

**SKILLED LABORER
(CEMENT CONCRETE PAVING CREW-PAIN/REINFORCED)**

Job Description: Develop all of the skills necessary to perform as a skilled laborer on the cement concrete paving crew (plain/ reinforced), under the direction of the paving foreperson. Work with the labor crew and paving foreperson to establish, from survey stake-out construction control lines to fine grade sub-base, to place concrete forms and concrete pavement; and/or to place slip-form concrete pavement; assemble paving equipment; proper placement of load transfer units (dowel-bars); proper graphite placement on load transfer units; proper form oil application; assembling tie bars on concrete forms; placement of (plain/reinforced) cement concrete pavement; install reinforcement mesh; install tie bars at center line joint; install side tie bars; proper vibration of cement concrete (as required); marking location of load transfer units for saw cuts; install various curing systems; locate, saw, cure and protect all pavement joints; clean all hand tools, forms, materials and paving equipment used to install Portland cement concrete pavement; disassemble all paving equipment; perform other related duties as directed by the foreperson.

Orientation: -----2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

SKILLED LABORER (Cement Concrete Paving Crew (Plain/Reinforced)) 90.10

Skilled Laborer (Cement Concrete Paving Crew) Trainee: ----- 200 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe, and assist the foreperson and skilled laborer crew as outlined in job description
- Observe, receive instruction and assist installing control lines
- Observe, receive instruction and assist assembling paving equipment
- Observe, receive instruction and assist in placing concrete forms; placing load transfer units; graphite placement; applying form oil; installing tie bar assemblies
- Observe, receive instruction and assist in placing Portland cement concrete; installing reinforcement mesh; installing tie bars at center line; installing tie bars (slip form paving); properly vibrate cement concrete (as required); mark load transfer unit locations for joint saw cuts; install curing system, including joint saw cuts
- Observe, receive instruction and assist in cleaning of all hand tools, forms, materials and paving equipment
- Receive additional instruction from foreperson

Skilled Laborer (Cement Concrete Paving Crew) Trainee: -----700 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreperson and skilled laborer crew as outlined in the job description
- Demonstrate ability to assist installing control lines
- Demonstrate ability to assist assembling paving equipment
- Demonstrate ability to assist in placing concrete forms; placing load transfer units; graphite placement; applying form oil; installing tie-bar assemblies

SKILLED LABORER (Cement Concrete Paving Crew (Plain/Reinforced)) 90.10

Skilled Laborer (Cement Concrete Paving Crew) Trainee: -----98 hours

Under direct supervision of:

Name: _____ Title: _____

- Demonstrate ability to assist in placing Portland cement concrete; installing reinforcement mesh; installing tie bars at center line; installing tie bars (slip form paving); properly vibrate cement concrete (as required); mark load transfer unit locations for joint saw cuts; install curing system, including joint saw cuts.
- Demonstrate ability to assist in cleaning all hand tools, form, materials and paving equipment.
- Receive additional instruction from foreperson, as deemed necessary.

SKILLED LABORER (Cement Concrete Paving Crew (Plain/Reinforced)) 90.10

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to perform as a skilled laborer on a cement concrete paving crew. He/she is able to demonstrate knowledge and ability to assist installing control lines; assemble paving equipment; place concrete forms; load transfer units; graphite load transfer units; properly apply form oil; install tie bar assemblies; assist in placing cement concrete; reinforcement mesh; tie bars; properly vibrate concrete; mark load transfer units; install curing system including saw cut joints; clean-up all tools and paving equipment; disassemble paving equipment. He/she accepts instructions from the foreperson, works well with the paving crew, and continually strives to improve skill level.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Skilled Laborer (Cement Concrete Paving Crew) (Core Training): - - - - -900 Hours

Work Experience: - - - - -100 Hours

- At the completion of the core training, the trainee will be afforded work experience as a skilled laborer on the cement concrete paving crew and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - -1,000 Hours

Total Hours – Completed: - - - - - _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

SKILLED LABORER (CEMENT CONCRETE PAVEMENT) 90.11

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

**SKILLED LABORER
(CEMENT CONCRETE PAVEMENT)**

Job Description: Developing all skills required to perform as a member of the laborer crew under the direction of the Laborer Foreperson; working with the labor crew and Laborer Foreperson in the reading of roadway plans and standard drawings. Use and care of all hand and power tools; construction and assembling concrete forms, (load transfer units); handling and placement of reinforcement steel; placement finishing and curing the concrete. Performs other related duties as directed by the Foreman.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

SKILLED LABORER (CEMENT CONCRETE PAVEMENT) 90.11

Skilled Laborer (Cement Concrete Pavement) Trainee: ----- 238 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Instruction on plan reading and standard drawings
- Receive instruction observe and assist the foreperson and laborer crew as outlined in job description
- Review general understanding and use of all hand and power tools to be used on this project
- Review method of assembling concrete roadway forms, including form removal and clean up
- Review procedure for handling and placement of load transfer units and reinforcement steel
- Review skills needed for concrete pour; forming & finishing of edges, joints, & applying concrete cure materials
- Instruction, demonstration, and care of all equipment
- Receive additional instruction from foreperson

Skilled Laborer (Cement Concrete Pavement) Trainee: ----- 360 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreperson and laborer crew in all tasks as outlined in the job description
- Demonstrate proficiency in the use of all hand and power tools used on this project
- Demonstrate ability to assist in laying out of plans for smooth operation of laborer crew work
- Demonstrate ability to work independently with the laborer work crew
- Demonstrate ability to construct and assemble concrete forms, forms removal and clean up
- Demonstrate an understanding of placement of load transfer units and reinforcing steel
- Demonstrate ability to assist in concrete operations
- Receive additional instruction from laborer foreperson, as deemed necessary

SKILLED LABORER (CEMENT CONCRETE PAVEMENT) 90.11

Certification:

I certify that _____ has satisfactorily worked with the Laborer Crew to successfully demonstrate his/her ability to read plans and standard drawings, has demonstrated a working knowledge of all procedures involved in form placement, load transfer units, cement concrete and reinforcement for cement concrete pavements; that he/she demonstrates the ability to use all tools necessary to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Skilled Laborer (Cement Concrete Pavement) (Core Training): - - - - - 600 Hours

Work Experience: - - - - - 400 Hours

- At the completion of the core training, the trainee will be afforded work experience as a skilled laborer on the cement concrete pavement crew and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - - 1000 Hours

Total Hours – Completed: - - - - - _____ Hours

Trainee Signature: _____ Title: _____

By Company Representative:

Signature: _____ Date: _____

GRADE CHECKER (LABORER) 90.12

Trainee Name: _____

Last four (4) digits of Trainee Candidate's Social Security No: _____

GRADE CHECKER (LABORER)

Job Description: Develop all skills to maintain the vertical and horizontal alignment (template) of soil/rock foundations and embankments, flow-lines, sub-grades and sub bases. Must be able to read survey stakes (offset & elevation) to control the slope and finished grade; and must have an understanding of the basic functions and preparation of the equipment; works with the Foreman with observation of grade checking, storage and care of tools, in addition to the observation of various types of equipment. Performs other related duties as directed by the Foreman.

Orientation: ----- -2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

GRADE CHECKER (LABORER) 90.12

Grade Checker Trainee: -----148 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction, observe and assist the foreman and grade checker crew as outlined in job description
- Instruction, demonstration, and care of equipment
- Receive additional instruction from grade checker foreman

Grade Checker Trainee: -----460 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreperson and grade checker crew in all tasks as outlined in job description
- Demonstrate proficiency in the use of tools
- Demonstrate ability to assist in selection and assembly of tools and materials on the job
- Assist in the following functions, order, receive, report, store, and draw tools and materials
- Assist in procedures and tool requirements for use of lock levels, line levels, and right angle profiles to include care and maintenance
- Assist in reading of engineer rulers and scales and use of conversation charts
- Assistant foreman and grade checker will use tools of trade at direction and under supervision of the working foreman and will perform the following duties:
 - Obtain grades from cross sections and prints
 - Establish base line location
 - Run starting lines and check grade as developed with lock level and engineer's rule, line level, and the use of templates where suitable

GRADE CHECKER (LABORER) 90.12

Certification:

I certify that _____ has satisfactorily worked with the Grade Checker crew to successfully demonstrate his/her ability to understand basic functions and preparation of equipment, selection and assembly of tools and materials for the job, perform procedures and tool requirements for use of lock levels, line levels, right angle profiles, reading engineer rulers and scales, and use of conversion charts; and that he/she demonstrates the ability to use all tools necessary to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Grade Checker (Core Training): -----610 Hours

Work Experience: -----390 Hours

- At the completion of the core training, the trainee will be afforded work experience as a grade checker and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

SKILLED HIGHWAY CONSTRUCTION LABORER 90.13

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

SKILLED HIGHWAY CONSTRUCTION LABORER

Job Description: Develop all skills required to perform as a member of the labor crew under the direct supervision of the Laborer Foreman. Works with labor crew and Laborer Foreman in the reading of roadway plans and drawings; use and care of hand and power tools; tasks and installation of Erosion and Sediment Control measures; tasks involving the Maintenance and Protection of Traffic; tasks in the receiving and unloading of concrete pipe; tasks necessary for asphalt patching and compacting; labor tasks for road grading. Performs other related duties as directed by the Foreman.

Orientation: ----- 2 Hours

By Company Health and Safety Coordinator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

SKILLED HIGHWAY CONSTRUCTION LABORER 90.13

Skilled Highway Construction Laborer Trainee: ----- 238 Hours

Under review Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Instruction on plan reading and standard drawings
- Receive instruction, observe and assist the foreman and labor crew as outlined in job description
- Review general understanding and use of all hand and power tools to be used on this project
- Review procedures for the maintenance and protection of traffic
- Instruction, demonstration, and care of all equipment
- Review methods of erosion and sediment control measures
- Review material delivery procedures
- Review asphalt patching and compacting procedures
- Review labor tasks for road grading
- Receive additional instruction from foreman

Skilled Highway Construction Laborer Trainee: -----360 Hours

Under review supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist foreman and labor crew in all tasks as outlined in the job description
- Demonstrate proficiency in use of all hand and power tools used on this project
- Demonstrate ability to assist in laying out of plans for smooth operation
- Demonstrate ability to work independently with the labor work crew
- Demonstrate ability to assist with the maintenance and protection of traffic
- Demonstrate assist with the material delivery procedures
- Demonstrate ability to patch and compact asphalt
- Demonstrate an understanding of the labor tasks for road grading
- Demonstrate ability to receive additional instruction from laborer foreman, as deemed necessary

SKILLED HIGHWAY CONSTRUCTION LABORER 90.13

Certification:

I certify that _____ has satisfactorily worked with the Labor Crew to successfully demonstrate his/her ability to perform the following tasks: reading of roadway plans and drawings; tasks and installation of Erosion and Sediment Control measures; tasks involving the Maintenance and Protection of Traffic; tasks in the receiving and unloading of concrete pipe; tasks necessary for asphalt patching and compacting; labor tasks for road grading and that he/she demonstrates the ability to use all hand tools necessary to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Skilled Highway Construction Laborer (Core Training): -----600 Hours

Work Experience: -----400 Hours

- At the completion of the core training, the trainee will be afforded work experience as a skilled highway construction laborer and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

BITUMINOUS PAVING CREW LABORER 90.14

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

BITUMINOUS PAVING CREW LABORER

Job Description: Develop all skills required to perform as a member of the paving crew under the direction of the Paving Foreman. Work with the paving crew and Foreman in the laying of Hot Mix Asphalt; must be able to check cross slope, grade, and depth of finished grade, as well as understanding basic functions and preparation of equipment and hand tools. Performs other related duties as directed by the Foreman.

Orientation: -----2 Hours

By Company Health and Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

BITUMINOUS PAVING CREW LABORER 90.14

Bituminous Paving Crew Laborer Trainee: ----- 598 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Received instruction, observe and assist the foreman and paving crew as outlined in job description
- Instruction, demonstration, and care of equipment and tools
- Receive additional instruction from the paving foreman

Bituminous Paving Crew Laborer Trainee: ----- 400 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist the foreman and paving crew in all tasks as outlined in job description
- Demonstrate proficiency in the use of tools
- Use tools of the trade at direction and under the supervision of the paving foreman and will perform the following duties:
 - Make checks on the finished HMA grade, cross slope, and depth
 - Operate the screed on the paving machine
 - Demonstrate the proper use of a straight edge

BITUMINOUS PAVING CREW LABORER 90.14

Certification:

I certify that _____ has satisfactorily worked with the paving crew to successfully demonstrate his/her ability to understand basic functions and preparation of equipment, tools and materials for the job and that he/she demonstrates the ability to use all tools and equipment necessary to safely and satisfactorily accomplish all assignments.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Bituminous Paving Crew Laborer Trainee (Core Training): ----- 600 Hours

Work Experience: ----- 400 Hours

- At the completion of the core training, the trainee will be afforded work experience as a bituminous paving crew laborer and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

BRIDGE REHABILITATION HELPER 90.15

Trainee Name: _____

Last Four (4) digits of Trainee Candidate’s Social Security No: _____

BRIDGE REHABILITATION HELPER

Job Description: Develop all skills required to perform as a member of a Bridge Rehabilitation Crew to support the Carpenter(s) and/or Laborer(s) in all activities of bridge rehabilitation to include, but not be limited to the following:

Learn the proper use and care of pavement breaking equipment, use and care of hand and power tools, the installation of metal or wood bridge decking in rehabilitation areas, the placement of reinforcing steel, the pouring and curing of concrete in the block out areas of the expansion dams and helping in pouring and curing of latex overlays. Proper jobsite cleanup and performs other related duties.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

BRIDGE REHABILITATION HELPER 90.15

Bridge Rehabilitation Helper Trainee: - - - - -398 Hours

Under direct supervision of:

Name: _____ Title: _____

Telephone #: _____

- Toolbox safety meeting
- Receive instruction, observe and assist the carpenter and laborer crews as outlined in job description
- Instruction, observation, safe operation and care of equipment
- Instruction on reading and application of plans
- Receive additional instruction from foreman

Bridge Rehabilitation Helper Work Experience: - - - - - 120 Hours

BRIDGE REHABILITATION HELPER 90.15

Certification:

I certify that _____ has satisfactorily worked with the bridge rehabilitation crew to successfully develop, sufficient skills to assist in the operations of bridge rehabilitation work as it relates to the removal of expansion dams, formwork and pouring concrete and latex. I further certify that he or she has demonstrated the ability to use all of the tools necessary to accomplish the assignment and has safely and satisfactorily used the equipment to achieve the desired quality of construction.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Bridge Rehabilitation Helper (Core Training): -----520 Hours

Work Experience: -----480 Hours

- At the completion of the core training, the trainee will be afforded work experience in bridge rehabilitation and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Name: _____ Title: _____

GRADE FOREMAN 100.01

Trainee Name: _____

Last four (4) digits of trainee candidate's Social Security No: _____

GRADE FOREMAN

Job Description: Responsible to maintain the vertical and horizontal alignment (template) of soil/rock foundations and embankments. Must be able to read construction plans and cross sections and survey stakes (offset and elevation) to control the slope and finish grade of excavations and embankments; will be trained to direct the work performed by equipment operators and others assigned to the activity with verbal or signal communication skills.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

GRADE FOREMAN 100.01

Grade Foreman Trainee: -----198 Hours

Under review Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist grade foreman as helper
- Center line and offset stakes (elevations)
- Read construction plans and cross sections
- Introduction, understanding and use of hand tools, 100' tape, 6' rule (engineer and carpenters), lock level (hand level), line level, string line, surveyor's level and level rod
- Instruction and understanding of verbal and signal communications skills to equipment operators and others assigned to soil foundation construction (excavation and/or embankment)
- Instructed in the need to maintain load count, production quantities and knowledge of the cubic yard capacity of the equipment used to perform the soil/rock foundation and embankment construction

Grade Foreman Trainee: ----- 320 Hours

- Toolbox safety meeting
- Control the vertical and horizontal alignment of soil foundation (excavation and/or embankment)
- Demonstrate proficiency in plan and cross section reading
- Demonstrate proficiency in the use of tools to perform construction foundation
- Demonstrate proficiency in communicating to equipment operators and others assigned to soil/rock foundation and embankment construction
- Maintain load count for equipment on foundation and embankment construction

GRADE FOREMAN 100.01

Certification:

I certify that _____ has satisfactorily controlled the soil foundation construction under his/her supervision. I also certify that he/she has developed sufficient Grade Foreman skills to read construction plans and cross sections; that he/she demonstrates the ability to use the tools necessary to accomplish the assignment; and has developed the verbal and signal communication skills needed to direct equipment operators and others assigned to soil foundation construction.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Grade Foreman (Core Training): ----- 520 Hours

Work Experience: -----480 Hours

- At the completion of the core training, the trainee will be afforded work experience as a grade foreman and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Name: _____ Title: _____

PIPE LAYER FOREMAN 100.02

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

PIPE LAYER FOREMAN

Job Description: Develop skills required of pipe layer foreman to assure pipe laying operations conform to the specifications to maintain proper installation of pipe in various soil foundations. The candidate **must** be able to read construction plans, cross sections, and grade stakes to control the excavation and grade of pipe and inlet inverts. Will be trained to direct the work performed by equipment operators and others assigned to the operation, assuring safe and stable excavation practices are employed by utilizing proper trench shoring and layback of slopes based on soil classification. Supervises excavation, controlling the grade, cradle for pipe installation, and ensures proper backfilling procedures are utilized.

Orientation: -----2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

PIPE LAYER FOREMAN 100.02

Pipe Foreman Trainee: ----- 268 Hours

Under review Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist pipe foreman as helper
- Center line and offset stakes (elevations)
- Read construction plans, cross sections and standards
- Introduction, understanding and use of hand tools, 100' tape, 6' rule (Engineer and Carpenters), lock level, hand level, string line, surveyor's level, batter boards, grade stakes
- Become familiar with use of laser beam and targets
- Safe operation of excavation and compaction equipment
- Communication skills to equipment operators and others assigned to operation
- Perform calculations to determine grade and slope control of pipe
- Knowledge of OSHA regulations associated with construction and handling of hazardous materials

Pipe Foreman Trainee: -----360 Hours

Under review Supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Demonstrate proficiency in pipe laying operations, assuring work conforms with plans and specifications
- Demonstrate ability to layout of excavation from stake-out
- Demonstrate proficiency in the use of hand tools, 100' tape, 6' rule (Engineering and Carpenter), lock level, hand level, string line, surveyor's level, batter boards, grade stakes, and use of laser beam and targets
- Demonstrate ability to control excavation depth and width
- Demonstrate ability to control backfilling operation, assuring safe use of compaction equipment
- Demonstrate ability to communicate to equipment operators and others assigned to operation
- Demonstrate ability to perform calculations to determine grade and invert of pipe and inlets
- Demonstrate knowledge of applicable OSHA regulations associated with construction activity and the handling of hazardous materials

PIPE LAYER FOREMAN 100.02

Certification:

I certify that _____ has satisfactorily worked with the pipe crew to successfully install the pipe placement locations assigned. I also certify that he/she has developed sufficient skills to supervise pipe excavation layout, control excavation and backfill, that he/she demonstrates the ability to use all tools necessary to accomplish the assignment, and has safely and satisfactorily used the compaction equipment to achieve the desired quality of compaction.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Pipe Layer Foreman (Core Training): -----630 Hours

Work Experience: -----370 Hours

- At the completion of the core training, the trainee will be afforded work experience as a pipe layer foreman and will be paid in accordance with wage rates scale for this contract, for the work performed. .
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- ____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

RODMAN/CHAINMAN – INSTRUMENT MAN 120.02

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

RODMAN/CHAINMAN – INSTRUMENT MAN

Job Descriptions:

RODMAN/CHAINMAN - Develop the ability to use surveyor’s chain to measure distances, marking reference points. Be able to read distance and elevation markings along surveyor’s chain. Holds engineering rod at points determined by instrument man to establish elevation of points; will learn how to read elevation markings for instrument man and will set stakes as directed by surveyor to established elevation points.

INSTRUMENT MAN – Develop the ability to set up, adjust and operates surveying instruments; works from engineering plans to establish lines, points and grades for construction purposes; uses math formulas to determine correct line and point placements. Keeps engineering notes and records of data secured. Computes cross sections of work performed with Rodman/chainman for cost or payment purposes. Has full supervision over and directs Rodman/chainman; responsible for accuracy of field engineering work. May perform other related duties as assigned by contractor.

Orientation: ----- -2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

RODMAN/CHAINMAN – INSTRUMENT MAN 120.02

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

Rodman/Chainman Instruction: ----- 250 Hours

Under the direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction and observe the instrument crew
- Receive instruction on the use of surveyor’s chain; clarification on measurement and markings
- Demonstrate ability to quote accurate readings to instrument man from chain measures
- Receive instruction on use of surveyor’s rod, including information on determining elevation readings
- Demonstrate ability to determine correct readings to quote to instrument man on elevation for placement of stakes

Instrument Man Instruction: -----248 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Receive instruction from instrument man while working with surveying crew
- Demonstrate ability to perform as a Rodman/chairman
- Receive instruction on the use of survey equipment
- Demonstrate ability to set up, adjust, and operate survey instruments
- Demonstrates ability to read engineering plans to establish points and grades
- Demonstrate ability to calculate cross sections using mathematical formulas
- Maintains accurate notes and records of all findings and calculations

Instrument Man Operation: ----- 200 Hours

- Demonstrates use of surveyor’s equipment to establish proper lines points and grades
- Directs the placement of stakes according to elevation
- Directs and supervises work of Rodman/chainman

RODMAN/CHAINMAN – INSTRUMENT MAN 120.02

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to perform at all levels from Rodman/chainman to instrument man. He/she is able to demonstrate knowledge and ability to use surveys rod, chain and instrument equipment. He/she is able to extract proper readings and measurements from equipment. Proper elevations and grades are being marked in accordance with instrument findings.

Proper records are being kept by the surveying crew.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Rodman/Chainman, Instrument Man (Core Training): - - - - -700 Hours

Work Experience: - - - - -300 Hours

- At the completion of the core training, the trainee will be afforded work experience as a Rodman/chainman instrument man and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - -1000 Hours

Total Hours – Completed: - - - - - ____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

ASPHALT QUALITY CONTROL TECHNICIAN 120.03

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

**ASPHALT QUALITY CONTROL TECHNICIAN
(FIELD RIDE QUALITY CONTROL)
(ASPHALT QUALITY FIELD TECHNICIAN)**

Job Description: Responsible for operation and reporting results of field ride quality equipment, responsible for field verification for internal and department use in determining acceptance of bituminous ride quality. Responsible for: establishing and completing the testing for ride quality reporting. This will include the operation of a profilograph and reporting and documentation of field data for internal and Departmental use. Responsible for: sampling, reporting, and documenting results of field compaction equipment. Responsible for field sampling, core and box samples for internal and department use in determining acceptance of bituminous materials. Responsible for establishing and monitoring roller patterns to obtain desired field compaction of bituminous materials. This will include the operation of a nuclear testing gauge and core sampling drill and reporting of field data for internal and Departmental use.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

ASPHALT QUALITY CONTROL TECHNICIAN 120.03

Name _____ Title: _____

Field Office Telephone #: _____

- Superintendent's expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman's expectations of trainee
- Complete explanation of trainee's assignment
- Overview of project

Operation of Mobile Ride Quality Testing Vehicle
and Equipment (Profilograph): ----- 248 Hours

Under direct supervision of:

Name: _____ Title: _____

Coordinate with Superintendent, Foreman in Establishing a Testing Regiment for
the Evaluation of Ride Quality: ----- 50 Hours

Under direct supervision of:

Name: _____ Title: _____

Document and Report Ride Quality Evaluation Numbers to the Department: ----- 20 Hours

Under direct supervision of:

Name: _____ Title: _____

ASPHALT QUALITY CONTROL TECHNICIAN 120.03

Calibration and Maintenance of Mobile Profilograph Unit: ----- 50 Hours

Under direct supervision of:

Name: _____ Title: _____

Tool Box Safety Meetings: -----10 Hours

Under direct supervision of:

Name: _____ Title: _____

Receive Instruction and Assist the Paving Superintendent and Foreman in
the Daily Quality Assurance of Asphalt Materials Placed: -----75 Hours

Under direct supervision of:

Name: _____ Title: _____

Operator of Non-Destructive Compaction Testing Equipment to Control Field Quality
of Bituminous Materials and in Place Compaction: ----- 150 Hours

Under direct supervision of:

Name: _____ Title: _____

Communication with Superintendent, Foreman, and Plant in Sampling and
Reporting of Bituminous Quality of Payment: -----150 Hours

Under direct supervision of:

Name: _____ Title: _____

Documentation of Quality Assurance for Internal Evaluation: ----- 50 Hours

Under direct supervision of:

Name: _____ Title: _____

Coordination of Sampling for Department P: -----60 Hours

Under direct supervision of:

Name: _____ Title: _____

ASPHALT QUALITY CONTROL TECHNICIAN 120.03

Operation and Document of Filled Box Samples and Core Samples: -----75 Hours

Under direct supervision of:

Name: _____ Title: _____

Processing Samples for Delivery to PennDOT for Testing: ----- 20 Hours

Under direct supervision of:

Name _____ Title: _____

Nuclear Gage Training/Certification: -----8 Hours

Under direct supervision of:

Name: _____ Title: _____

NECEPT Asphalt Field Technician Training and Certification: ----- 24 Hours

Under direct supervision of:

Name: _____ Title: _____

Profilograph Operator Certification: -----8 Hours

Under direct supervision of:

Name: _____ Title: _____

ASPHALT QUALITY CONTROL TECHNICIAN 120.03

Certification:

I certify that _____ has satisfactorily completed training and has been taught to be responsible for the operation and reporting results of field ride quality equipment. He/she has been trained to be responsible for: field verifications for both internal and departmental use in determining acceptance of Bituminous Ride Quality. He/she has been trained to be responsible for: establishing and completing the testing for ride quality reporting. This includes the operation of a Profilograph and reporting and documentation of field data for internal and Departmental use. He/she has been trained to be responsible for: sampling, reporting, and documenting results of field compaction equipment; for field sampling, core and box samples for internal and departmental use in determining acceptance of bituminous materials; for establishing and monitoring roller patterns to obtain desired field compaction of bituminous materials. The trainee has been taught the proper use and operation of a nuclear testing gauge and core sampling drill as well as the proper way of reporting all field data for internal and Departmental use.

Supervising Foreman: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained:

Asphalt Quality Control Technician (Core Training):- - - - - 1,000 Hours

Total Hours – Completed: - - - - - _____ Hours

- At the completion of the core training, the trainee will be afforded work experience as an asphalt quality control technician and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

BITUMINUS FIELD QUALITY CONTROL TECHNICIAN 120.04

Trainee Name: _____

Last four (4) digits of trainee candidate’s Social Security No: _____

BITUMINOUS FIELD QUALITY CONTROL TECHNICIAN

Job Description: Develop all skills required to monitor and enforce the quality control plan for bituminous concrete paving. Work with labor crew on asphalt paving projects under the direction of the paving foreman. Operate nuclear testing equipment and core machines. Take part in and direct sampling of bituminous material for paving projects. Provide data to asphalt manufacturing and operations supervision and management to be used to ensure quality control of asphalt paving projects and make improvements for future projects.

Offsite Training: -----10 Hours

By certified training vendor (or other responsible company official):

- Attend and successfully complete a certified nuclear gauge safety and training program
- Attested by superintendent or other responsible company official

Name: _____ Title: _____

Title: _____

Telephone Number: _____

On-Site Training: -----100 Hours

By Superintendent or other responsible company official:

- Project safety & EEO policy review
- Job bulletin board review
- Job foreman meeting to discuss project overview
- Review paving crew personnel and equipment with trainee
- Explanation of trainee’s individual responsibilities by job foreman
- Introduction to current field quality control technician and coordinate field training
- Assist paving crew with general operations as needed

Name: _____ Date: _____.

Title: _____ Telephone Number: _____

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

BITUMINOUS FIELD QUALITY CONTROL TECHNICIAN 120.04

On-Site: ----- 600 Hours

By Foreman or other responsible company official:

- Instruction in care and maintenance of quality control testing equipment
- Instruction in operation of quality control testing equipment
- Develop understanding of all safety issues involved with working in a bituminous paving operations environment
- Demonstrate physical ability to perform nuclear gauge testing and ability to accurately document data which is extracted by testing
- Learn mathematical skills necessary for documentation and verification of testing
- Learn procedures for successfully monitoring depth of asphalt paving
- Learn procedures for successful collection of loose box samples of bituminous material to be tested by others at off-site locations
- Demonstrate physical ability to perform core sampling
- Learn procedures for successfully collecting and packaging core samples to be tested by others at off site locations
- Assist paving crew with general operations, as needed

Name: _____ Date: _____

Title: _____

Telephone Number: _____

Work Experience – On the Job Training: -----290 Hours

(On Site) By Certified Field Technician:

- Develop and implement any updates deemed to be improvements to current Field Quality Control Plan for Bituminous with company management
- Demonstrate ability to execute plan in conjunction with asphalt paving crew
- Demonstrate ability to develop effective communication with company manufacturing and supervisory personnel to insure successful implementation of Field Quality Control Plan
- Provide monitoring of asphalt compaction by nuclear gauge and document data
- Provide box samples of material as needed for testing
- Provide core samples as needed for testing
- Assist paving crew with general operations, as needed

Certified Field Technician’s Name: _____ Date: _____

Telephone Number: _____

BITUMINOUS FIELD QUALITY CONTROL TECHNICIAN 120.04

Certification:

I certify that _____ has successfully worked with the asphalt paving crew and demonstrated the abilities necessary to become bituminous field quality control technician. They have become proficient in developing and enforcing a plan for ensuring the quality of bituminous material and its safe and satisfactory placement on paving projects. Also, they have demonstrated skill in collection and distribution of loose box samples for testing by others at off-site locations.

Total Hours Trained as:

Bituminous Field Quality Control Technician (Core Training): - - - - - 710 Hours

Work Experience: - - - - - 290 Hours

- At the completion of the core training, the trainee will be afforded work experience as a bituminous field quality control technician and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Program Hours: - - - - - 1,000 Hours

Total Hours Trained: - - - - - _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

TRAFFIC CONTROL ASSISTANT 120.05

Trainee Name: _____

Last Four (4) digits of Trainee Candidate’s Social Security No: _____

TRAFFIC CONTROL ASSISTANT

Job Description: Responsible for maintenance and protection of traffic signs, devices and lights. Must be able to comprehend PennDOT Publication 213 and set appropriate traffic patterns, as detailed within such standards. Also, must have a complete understanding of project maintenance and protection plans and ability to perform and affect work as indicated for project.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

NOTE: The 120.00 “Classifications “are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

TRAFFIC CONTROL ASSISTANT 120.05

Traffic Control Assistant: ----- -298 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Assist traffic foreman as helper
- Review of PennDOT Publication 213
- Review of project maintenance and protection of traffic plans
- Observation of actual job signing and traffic control
- Assist foreman in various traffic changes and maintenance and protection of traffic operations

Traffic Control Trainee: ----- - 700 Hours

Under direct supervision of:

Name: _____ Title: _____

- Toolbox safety meeting
- Daily reviews and maintenance of actual M & P of traffic signs, devices and operations
- Coordinate with supervisor various traffic changes as dictated by project plans
- Assist, document and provide proper notification of various concerns in case of project traffic accident and necessary corrective actions to be taken on the project
- Assist motorists, within project limits
- Maintain safe travel lanes and conditions

TRAFFIC CONTROL ASSISTANT 110.05

Certification:

I certify that _____ has satisfactorily maintained and protected traffic during construction under his/her supervision. I also certify that he/she has developed sufficient traffic assistant skills to read traffic plans; that he/she demonstrates the ability to use the tools necessary to accomplish the assignment, and has developed the verbal and signal communication skills needed to maintain and protect traffic during construction.

Project Manager: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Traffic Control Assistant (Core Training): -----300 Hours

Work Experience: -----700 Hours

- At the completion of the core training, the trainee will be afforded work experience as a traffic control assistant and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee’s Signature: _____ Date: _____

By Company Representative:

Name: _____ Title: _____

SITE SAFETY INTERN 120.06

Trainee Name: _____

Last Four (4) digits of Trainee Candidate’s Social Security No: _____

SITE SAFETY INTERN

Job Description: Interns assist in the administration of the project safety program. The intern will assist the project safety engineer in providing guidance o the supervisors in conducting safety training, implementation of company’s hazard communication program, identify hazardous, potentially hazardous conditions, and insure corrective action is taken. Assist in the investigation of personal injury and property damage accidents and issue various permits, as needed.

Orientation: ----- 4 Hours

By Human Resource Department or Other Responsible Official:

- Company orientation packet & 401 K benefits
- Review company’s policies (EEO, Sexual Harassment, Safety, etc.)

Name: _____ Title: _____

Telephone #: _____

By Project Staff:

- Job bulletin board information
- Expectations of intern
- Explanation of intern’s assignments
- Overview of project & safety issues

Name: _____ Title: _____

Field Office Telephone #: _____

Under direct supervision of project safety engineer:

- Assist the project staff in daily safety documentation & issues
- Receive instruction, observe and assist project safety engineer in all tasks outlined in job description
- Gather and review data for project, as needed

NOTE: The 120.00 “Classifications “are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

SITE SAFETY INTERN 120.06

Certification:

I certify that _____ has been satisfactorily trained to assist in the administration of the project safety program. He/she has learned to assist the project safety engineer and is capable of providing guidance to the company's supervisors in conducting safety training, implementation of company's hazard communication program, identify hazardous, potentially hazardous conditions, and to insure corrective action is taken. He/she can conduct investigations regarding personal injury and property damage accidents and can issue various permits, as necessary.

Total Hours Trained:

Site Safety Intern (Core Training): ----- 1,000 Hours

- At the completion of the core training, the trainee will be afforded work experience as a site safety intern and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Program Hours: -----1,000 Hours

Total Hours Trained: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

PROJECT OFFICE COMPUTER TECHNICIAN 120.07

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

PROJECT OFFICE COMPUTER TECHNICIAN

Job Description: Develop all skills required of computer technician to assist the office manager in maintaining the construction project. This would include the development of charts, graphs, cost effectiveness, and overtime compensation. The gathering of information for verification and billing purposes of the subcontractors would also be required. Reports for third-party payment, rental agreements, and safety hours will be generated. The computer technician’s focus will be the end result; that is, the generation of reports necessary to assist the project manager in running an efficient project office, and any and all input to generate such reports.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

PROJECT OFFICE COMPUTER TECHNICIAN 120.07

Office Computer Technician: -----218 Hours

Under review Supervision of:

Name: _____ Title: _____

- Assist project manager as helper
- Receive instruction, observe and assist office staff in all tasks outlined in job description
- Gather and review all data to be input into computer
- Receive instruction from project manager or senior computer technician in the following skills: knowledge and usage of the project computer and its software, data and information to be input, reports generation, including graphs, charts, etc.
- Knowledge of billing and verification of data, payroll generation including overtime and benefits, cost effectiveness, and job analysis reports

Computer Office Technician: ----- 280 Hours

Under direct supervision of:

Name: _____ Title: _____

Date: _____

- Assist office manager as outlined in job description
- Demonstrate proficiency in the use of the computer and its software packages
- Demonstrate knowledge of construction field office procedures: billing, payroll and employee benefits programs
- Demonstrate proficiency in generating appropriate reports, as required
- Receive additional instruction from project manager and corporate manager

PROJECT OFFICE COMPUTER TECHNICIAN 120.07

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to successfully complete all tasks assigned by the project manager. I also certify that he/she has developed sufficient skills to assist the project manager in his/her duties as described in the job description.

Project Manager: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Project Office Computer Technician (Core Training): -----500 Hours

Work Experience: -----200 Hours

- At the completion of the core training, the trainee will be afforded work experience as an office computer technician and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

CONSTRUCTION OFFICE MANAGER 120.08

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

CONSTRUCTION OFFICE MANAGER

Job Description: Develop all skills required of office manager to support the project manager to include but not limited to: orientation and observation of contractor’s safety and emergency procedures for filing safety and accident reports. Trainee will be introduced to the contractor’s reports which will include EEO reporting requirements. Actual office procedures will include time reports, cost reports, quantity and purchasing reports, materials and supply orders, accounts payable procedures, and writing checks for office expenses.

Orientation/Safety: ----- 20 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

CONSTRUCTION OFFICE MANAGER 120.08

Office Manager Trainee: ----- 160 Hours

Under review Supervision of:

Name: _____ Title: _____

- Assist contractor's office and/or project manager as helper on site of project
- Receive instruction, observe and assist office staff in all tasks outlined in job description
- Receive instruction from contractor's office and/or project manager in the following skills: filing regular corporate reports such as: cost and revenue rental, safety, and accident reports
- Receive instruction in maintaining office expenses, payroll, purchasing and material and supply orders, accounts payable reports, as well as filing accident, workman's compensation, and OSHA reports

Construction Office Manager Trainee: -----360 Hours

Under direct supervision of:

Name: _____ Title: _____

- Demonstrate proficiency in filing contractor's reports
- Demonstrate knowledge and proficiency of doing cost and revenue reports, as well as safety and accident reports
- Demonstrate knowledge and proficiency of maintaining payroll, accounts payable procedures, purchasing, materials and supply orders
- Demonstrate ability to write checks for office expenses and filing of workmen's compensation and OSHA reports
- Receive additional comments and instruction from project manager and corporate manager

CONSTRUCTION OFFICE MANAGER 120.08

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to successfully complete all construction office manager tasks assigned by the project manager. I also certify that he/she has developed sufficient skills to assist the project manager in his/her duties as described in the job description.

Project Manager: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Construction Office Manager (Core Training): - - - - -540 Hours

Work Experience: - - - - -460 Hours

- At the completion of the core training, the trainee will be afforded work experience as a construction office manager and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: - - - - -1000 Hours

Total Hours – Completed: - - - - - _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

FIELD OFFICE TIMEKEEPER 120.09

Trainee Name: _____

Last Four (4) digits of Trainee Candidate’s Social Security No: _____

FIELD OFFICE TIMEKEEPER

Job Description: Develop all skills required of field office timekeeper to support the project manager to include but not limited to: actual office procedures will include time reports, cost reports, quantity and purchasing reports, materials and supply orders; orientation and observation of contractor’s safety and emergency procedures for filing safety and accident reports. Trainee will be introduced to the contractor’s reports which will include EEO reporting requirements.

Orientation: -----2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

FIELD OFFICE TIMEKEEPER 120.09

Field Office Timekeeper Trainee: -----178 Hours

Under review Supervision of:

Name: _____ Title: _____

- Assist contractor’s office and/or project manager
- Receive instruction, observe and assist office staff in all tasks outlined in job description
- Receive instruction from contractor’s office and/or project manager in the following skills: filing regular corporate reports such as: time sheets, equipment rentals, and safety and accident reports
- Receive instruction in maintaining field office payroll, maintaining phone and field office radio communications, purchasing, material and supply orders, filing accident, workmen’s compensation and OSHA reports

Field Office Timekeeper Trainee: -----360 Hours

Under direct supervision of:

Name: _____ Title: _____

- Demonstrate proficiency in filing contractor’s reports
- Demonstrate knowledge and proficiency of doing certified payrolls, revenue reports, safety, and accident reports
- Demonstrate knowledge and proficiency of maintaining payroll, shortage adjustments, labor agreements, purchasing, materials and supply orders
- Demonstrate ability to file workmen’s compensation and OSHA reports
- Receive additional comments and instruction from project manager and corporate manager

FIELD OFFICE TIMEKEEPER 120.09

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to successfully complete all field office timekeeper tasks assigned by the project manager. I also certify that he/she has developed sufficient skills to assist the project manager in his/her duties as described in the job description.

Project Manager: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Field Office Timekeeper (Core Training): -----540 Hours

Work Experience: -----460 Hours

- At the completion of the core training, the trainee will be afforded work experience as a field office timekeeper and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

CONSTRUCTION OFFICE ADMINISTRATOR 120.10

Trainee Name: _____

Last four (4) digits of Trainee Candidate’s Social Security No: _____

CONSTRUCTION OFFICE ADMINISTRATOR

Job Description: Develop skills required of construction office administrator to support the project manager in administration of the construction project office and to include but not be limited to: development of charts, graphs, cost effectiveness, and overtime compensation on computer. Reports for third-party payment, rental agreements, and safety hours will be generated on computer; orientation and observation of contractor’s safety and emergency procedures for filing safety and accident reports. Trainee will be introduced to the contractor’s reports, which will include EEO reporting requirements. Actual office procedures will include time reports, cost reports, quantity and purchasing reports, materials and supply orders, account payable procedures, and writing checks for office expenses on computer. The office administrator’s focus will be the end result; that is, the generation of reports necessary to assist the project manager in running an efficient project office, and any and all input to generate, such reports on computer.

Orientation: -----2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

CONSTRUCTION OFFICE ADMINISTRATOR 120.10

Construction Office Administrator: ----- -398 Hours

Under review Supervision of:

Name: _____ Title: _____

- Assist contractor's office and/or project manager
- Receive instruction, observe and assist office staff in all tasks outlined in job description
- Gather and review all data to be input into computer
- Receive instruction from contractor's office and/or project manager in the following skills: knowledge and usage of the project computer and its software, data and information to be input, reports generation, including graphs, charts, etc.
- Knowledge of billing and verification of data, payroll generation, including overtime and benefits, cost effectiveness and job analysis reports, filing regular corporate reports, such as: cost and revenue rental, safety and accident reports, workmen's compensation and OSHA reports

Construction Office Administrator: ----- -360 Hours

Under direct supervision of:

Name: _____ Title: _____

- Assist project manager as outlined in job description
- Demonstrate proficiency in filing and generating appropriate reports
- Demonstrate proficiency in use of the computer and its software packages
- Demonstrate knowledge of construction field office procedures: billing, payroll, and employee benefits programs
- Demonstrate knowledge and proficiency of doing cost and revenue reports, as well as safety and accident reports
- Demonstrate knowledge and proficiency of maintaining payroll, accounts payable procedures, purchasing, materials, and supply orders
- Demonstrate ability to write checks for office expenses and filing of workmen's compensation and OSHA reports
- Receive additional comments and instruction from project manager and operations manager

CONSTRUCTION OFFICE ADMINISTRATOR 120.10

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to successfully complete all construction office administrator tasks assigned by the project manager. I also certify that he/she has developed sufficient skills to assist the project manager in his/her duties as described in the job description.

Project Manager: _____ Date: _____

Job Superintendent: _____ Date: _____

Total Hours Trained as:

Construction Office Administrator (Core Training): -----
760 Hours

Work Experience: -----240 Hours

- At the completion of the core training, the trainee will be afforded work experience as a construction office administrator and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

PROJECT ADMINISTRATOR 120.11

Trainee Name: _____

Last Four (4) digits of trainee candidate’s Social Security No: _____

PROJECT ADMINISTRATOR

Job Description: Develop skills required of project administrator to support the project manager in administration of the construction project and to include but not limited to: development of charts, graphs, and cost effectiveness on computer. Reports for third-party payment and rental agreements will be generated on computer. Actual office procedures will include estimating, time reports, cost reports, quantity and purchasing reports, and materials and supply orders. The project administrator’s focus will be the end result; that is, the generation of reports necessary to assist the project manager in running an efficient project and any and all input to generate such reports on computer.

Orientation: ----- 2 Hours

By Company Safety Administrator or other responsible official:

Name: _____ Title: _____

Telephone #: _____

- Company Overview – Safety & EEO Policy
- Job bulletin board
- Introduction to job superintendent

Name: _____ Title: _____

Field Office Telephone #: _____

- Superintendent’s expectations of trainee
- Introduction to operator foreman (immediate supervisor)
- Foreman’s expectations of trainee
- Complete explanation of trainee’s assignment
- Overview of project

NOTE: The 120.00 “Classifications” are: “Project Office-Related” or “Specialty” Training Program Outlines; PennDOT will consider utilization of these programs on a case-by-case basis when the training is oriented toward construction-related activities and when there are more than three trainee slots assigned to a project.

PROJECT ADMINISTRATOR 120.11

Project Administrator: -----358 Hours

Under direct supervision of:

Name: _____ Title: _____

- Assist project manager
- Receive instruction, observe and assist in all tasks outlined in job description
- Gather and review all data to be input into computer
- Receive instruction from project manager in the following skills: knowledge and usage of the project computer and its software, data and information to be input, reports generation, including graphs, charts, etc.
- Knowledge of billing and verification of data, cost effectiveness, and job analysis reports

Project Administrator: -----360 Hours

Under direct supervision of:

Name: _____ Title: _____

- Assist project manager as outlined in job description
- Demonstrate proficiency in filing and generating appropriate reports
- Demonstrate proficiency in use of the computer and its software packages
- Demonstrate knowledge and proficiency of doing cost and revenue reports
- Demonstrate knowledge and proficiency of maintaining payroll, purchasing, materials, and supply orders
- Receive additional comments and instruction from the project manager and the operations manager

PROJECT ADMINISTRATOR 120.11

Certification:

I certify that _____ has satisfactorily demonstrated his/her ability to successfully complete all project administrator tasks assigned by the project manager. I also certify that he/she has developed sufficient skills to assist the project manager in his/her duties as described in the job description.

Operations Manager: _____ Date: _____

Project Manager: _____ Date: _____

Total Hours Trained as:

Project Administrator (Core Training): ----- 720 Hours

Work Experience: ----- 280 Hours

- At the completion of the core training, the trainee will be afforded work experience as a project administrator and will be paid in accordance with wage rates scale for this contract, for the work performed.
- Every effort will be made to retain the trainee as long as there is work available in the classification from which the trainee has recently completed his/her training.

Total Hours – Program: -----1,000 Hours

Total Hours – Completed: ----- _____ Hours

Trainee Signature: _____ Date: _____

By Company Representative:

Signature: _____ Date: _____

[Go to TOC](#)

PART PART

III

HIGHWAY CONSTRUCTION TRAINING PROGRAM FORMS/LETTERS

HOW TO LOCATE THE MOST CURRENT VERSION OF PENNDOT'S OJT PROGRAM FORMS

The PennDOT OJT Program forms should not be duplicated; they should be accessed from either the PennDOT Homepage or the BEO Homepage. If the Department is instructed by FHWA that the information obtained on these forms is to be amended, the amendments will be made to the forms on line. That way, a contractor will be accessing the most-current version of the OJT forms.

The most-current version of the Highway Construction Training Program Forms have been placed on the PennDOT Homepage under "Forms & Publications" and on the BEO Homepage under "Forms"

To locate the Highway Construction Training Program Forms from the PennDOT Homepage:

1. Go to www.dot.state.pa.us then access '**Forms & Publications**'
2. Look to **SEARCH OPTIONS** and select '**Forms**' '**Sort by Number**' then look for the form number

To locate the Highway Construction Training Program Forms on the BEO Homepage:

1. Go to: www.dot.state.pa.us and access **PennDOT Organizations**
2. Then access **Bureaus & Offices**
3. Then select "**Bureau of Equal Opportunity**"
4. Once you are on the Bureau of Equal Opportunity's Homepage select **Forms** to locate the Highway Construction Training Program forms

SAMPLE RECRUITMENT LETTER

This “Sample” letter can be sent to “groups” identified in the department’s Statewide Minority and Female Resource “Directory” – PUB#610. The sample letter can be used to make recruitment inquiries to resource agencies in an effort to identify eligible female and minority candidates to satisfy a contractor’s training obligations of nonunion contractors that are recruiting for female and minority candidates for on-the- job training opportunities; and union contractors can use it when their unions cannot identify any female or minority apprentices ready and available for referral. This letter can help to demonstrate that direct recruitment efforts had been made through public and private sources likely to yield minority and women apprentice candidates.

The written responses received as a result of the recruitment efforts made should be maintained by the contractors to demonstrate their good faith efforts made to recruit female and minorities to satisfy their training obligations on federally funded projects.

*From: Small Construction Company
62 West Avenue
Somewhere, PA 16316
Telephone Number: (412) 662-1621*

Date: January 4, 2010

*To: ABC Referral Agency
124 Somers Street
Anywhere, PA 16246*

Reference: Highway Construction Training Opportunity

Dear Placement Officer,

Our firm is currently looking to employ a person to fill a Pennsylvania Department of Transportation training position for a ____classification) ____ . The training program is scheduled to complete _____ hours of training on our project SR# _____ located in _____ County. We hope to begin this candidate’s training on: _____(anticipated start day)_____. Any referrals of interested females or minorities would greatly be appreciated.

If you have any questions, please call me at (XXX) XXX-XXXX or email me at: jdoe@smallconstructionco.com.

Sincerely,

*John Doe – Equal Opportunity Coordinator
Small Construction Company
62 West Avenue
Somewhere, PA 16316
Telephone Number: (412) 662-1621
Email: jdoe@training.com*

HIGHWAY CONTRACTOR OJT PROGRAM (EO 363)

EO-363 (2-07)

HIGHWAY CONTRACTOR'S ON-THE-JOB TRAINING (OJT) PROGRAM



Prime Contractor: _____ Contract No. _____
 Address: _____ SR (Section): _____
 Phone Number: _____ Fed. Project No: _____
 County: _____

This contract requires _____ Trainee(s). We agree to abide by all conditions set forth in the Training Special Provisions, Item Number _____.

We will utilize the following Training Program(s):

Number of Trainees	Classification	Program Number	Hours of Training *	Approximate Start Date	Rate of Pay *	Subcontractor Providing Training (if not the Prime)

* Apprenticeship Programs are 1,000 hours and compensation will be in accordance with their particular Union Agreement.

OJT(s) and/or Apprentices will begin training on the project as soon as feasible after the start of work utilizing the skill involved and remain on the project until he/she has completed the training program or as long as training opportunities exist in his/her work classification. We will ensure that each trainee is provided a Certificate of Completion, indicating the type and length of training satisfactorily completed. An original "sample" certificate is attached. We will maintain accurate training records and submit Trainee Enrollment Form(s) (EO-364) and Monthly Training Report(s) (EO-365), in accordance with their instructions. (SAMPLE CERTIFICATE ATTACHED)

Name and Title of Company Representative (PRINTED) *Signature and Date*

PENNDOT USE ONLY <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <div style="text-align: right; font-size: small; margin-top: 5px;"><i>Bureau of Equal Opportunity Signature and Date</i></div>

TRAINEE ENROLLMENT FORM (EO-364)

EO-364 (11-09)

Enrollment Form for PENNDOT's On-the-Job Training Program

Project Information (PLEASE PRINT OR TYPE RESPONSES)

ECMS #	Federal Project #	100 % State Funded: Yes <input type="checkbox"/> NO <input type="checkbox"/>	S.R. #	Sec.#	PA Engineering District:
Project Managed By: <input type="checkbox"/> PennDOT Construction Services Engineer <input type="checkbox"/> Consulting Group :		Name of Consultant Contact: Email Address: Telephone #:	PennDOT Construction Services Engineer's Name: Print: _____ Signature: _____ Consulting Construction Engineer's Name: Print: _____ Signature: _____		

Contractor Information

Prime Contractor's Name:	Phone Number:	Email Address:
Training Provider:	Union Contractor: Yes <input type="checkbox"/> NO <input type="checkbox"/>	
Project Office Address:	City:	State: _____ ZIP _____
Project Office Contact:	Telephone Number:	Email Address:
Prime's EEO Officer's Name:	Phone Number:	Email Address:

Trainee CANDIDATE Information

Name:	Social Security Number:	Do you have any experience in the proposed training classification? Yes <input type="checkbox"/> NO <input type="checkbox"/>
Street Address:	Apartment/Unit #	
City:	State:	ZIP Code:
Phone Number:	Email Address:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Race/Ethnicity:	<input type="checkbox"/> Black Not Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian, Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian Not of Hispanic Origin <input type="checkbox"/> Other (Specify): _____ (Reference "Instructions" for acceptable ethnicity verification documentation)	

Training Information

Training Classification Title (Program #): _____	Program Hours: _____	Anticipated Start Date: _____
This Training Position Is Being Filled By An: <input type="checkbox"/> OJT <input type="checkbox"/> Apprentice <input type="checkbox"/> New Union Member <input type="checkbox"/> Other	Upgrade Current Employee: Yes <input type="checkbox"/> NO <input type="checkbox"/> Current Employee's Previous Work Classification: _____	
If "Other" or "NEW Union Member" Identify Candidate's Current Status _____		
PennDOT Approved Training Program Outline Name & Number -and/or- Apprenticeship Construction Craft Classification: _____	Program Hours Required for Completion: _____	

WAGE RATE IDENTIFICATION:

For Apprentices Only: # of Apprentice Hours of Training Already Completed: _____	Hourly Rate – (Per Skill Level): _____	Journeyman Rate For Construction Craft: _____
For Non Union Trainees Only:	Hourly Rate: _____	Wage Rate Scale for Training Classification: _____

Davis Bacon Wage Rate: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Hourly Rate Group Number: _____	Wage Rate Scale for Training Classification "Group Number": _____	L&I Prevailing Wage Rate: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Hourly Rate Class Number: _____	"Wage Rate Scale" for Training Classification Class Number: _____
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For New Union Members Only:

Name of Union:	When did Union Membership begin?	Union Identified Wage Rate for Training Classification:
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Trainee Declaration			
By my signature I attest to the following: I have received, read, and understand the terms and conditions of my employment and a copy of this training program. Furthermore, I understand that the purpose of the training program and can comply with all conditions set forth in the program. I further state that my signature here indicates that I have not completed a training program in this classification, nor have I been listed as a journeyman in this classification on any contractor's payroll or worked for three consecutive years in the classification for which I am now being considered.			
Training Candidate's Signature	Printed Name:	Signature:	Date: _____
Contractor's Project Manager's Signature	Printed Name: Signature:	Email Address: Telephone Number:	Date: _____
PennDOT Project Inspector in Charge (IIC's) Signature :	Printed Name: Signature:	Email Address: Telephone Number:	Date: _____

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Training Special Provisions Item 3999-9999 (ITEM1999-9999) – TRAINEES – this provision is an implementation of 23 U.S.C. 140(a).

Description - As part of the project equal employment opportunity affirmative action program, training and upgrading of minorities and women toward journeyman status is a primary objective of this Special Provision. Accordingly, make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. Accept responsibility for demonstrating that steps are taken in pursuance thereof, prior to a determination as to whether compliance is made with this Special Provision.

Do not employ a person as a trainee in any classification in which he/she has successfully completed a training program leading toward journeyman status or in which he/she has been employed as a journeyman. Candidates may be trained a maximum of 3 times as long as the training is not repetitious in the scope of work and is not on the same project.

Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with the State apprenticeship agency by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training, will also be considered acceptable provided they are being administered in a manner consistent with the equal employment obligations or Federal-aid highway construction contracts.

It is the intent of the training special provision that training will be provided in the construction trades rather than clerical-type positions. PennDOT will consider the approval of training programs in lower-level management positions where the training is oriented toward construction-related activities such as office computer technicians, construction office managers, project administrators, timekeepers, surveyors, etc., when there are more than three trainee slots assigned to a project.

Instructions for completing the EO-364: (PLEASE PRINT OR TYPE) - The Enrollment form (EO-364) is to be completed by the contractor for each candidate selected for on the job training participation when Training Special Provisions (TSP) is included in the project's contract. A completed EO-364 containing original signature must be submitted to the PennDOT Project's Construction Services Engineer for review and their conditional approval PRIOR to starting any candidate's training. If the candidate selected for training is unavailable to sign the EO-364 a note explaining that, should be written in the item box identified for their signature-then that information should be initialed and dated by the representative providing the information. **IF THERE IS A SECTION, ON THIS ENROLLMENT FORM, THAT IS NOT APPLICABLE, (i.e., the Union Section would not be applicable to the Non-Union Contractors) PLEASE ENTER "N/A" IN THE RESPONSE AREA.**

Both hourly & Journeyman wage rates are applicable to ALL enrollments, so both rates must be accurately identified on the EO-364, the Journeyman wage rate is the wage rate scale for the approved training classification. Each Project's Wage Rate information is posted on ECMS; the Davis Bacon Prevailing Wage Rates are referenced for federally funded projects; the L&I Prevailing Wage Rate information is referenced for 100% State funded projects. The duties identified in the training program outline should be compared to the duties as identified in the wage rate information provided by ECMS to accurately identify the appropriate wage rates.

When training Apprentices their current Union Indenture (or Registration) papers identify the accurate wage rate scale for the apprentice's skill level and they identify the journeyman wage rate for their construction craft classification and it identifies when the time frame it will take the apprentice to achieve Journeyman status.

If a current employee is your candidate for training, identify their current status with your company and how the completion of this training would advance their skill level and earnings potential; this documentation can be provided on a separate sheet of paper.

If the training to be provided is that of a Laborer craft classification, you must be able to demonstrate that the training provided will provide a significant and meaningful training opportunity for the candidate selected.

Ethnicity Verification

When there is a questionable ethnic claim concerning an individual submitted for participation in the OJT Program, further documentation of that claim may be necessary to ensure eligibility. Acceptable documentation for ethnicity verification includes, in order of preference:

- Birth certificate
- Naturalization papers
- Native American – Indian Tribal roll, tribal voter registration certificate, or other official document
- History of individual having held himself to be a member of the minority group or community (driver's license, school, medical, and service records)
- Recognition of applicant in a particular minority community as a minority through sworn and notarized statements from bona fide members of the community who are clearly disinterested parties
- Proof of membership and interaction in recognized minority organizations
- If requested, the Contractor will be required to obtain this information from the employee claiming the minority status
- If an individual requesting minority status cannot provide acceptable documentation and does not manifest the visual characteristics of the ethnic group claimed, the individual **cannot** claim minority status for the purpose of the OJT Program
- If a person manifests the visual characteristics of an acceptable ethnic minority group, the contractor may consider the person to be a member of that group.

MONTHLY TRAINING REPORT (EO-365)

EO-365 (8-09) DOWNLOAD ONLY -DO NOT REPRODUCE		HIGHWAY CONTRACTOR'S MONTHLY TRAINING REPORT		SR #	
PAYROLL PERIOD				FEDERAL #	
Beginning:				ECMS #	
Ending:				DISTRICT	
INSTRUCTIONS (Please PRINT or TYPE)					
This report is to be completed monthly by the contractor for each trainee employed on this project under the Training Special Provisions.					
The EO-365 is to be submitted, for the duration of each training classification by the 5 th day following the end of the pay period prior to the 30 th					
of the month. This report is to be submitted to the PennDOT Construction Services Engineer (C.S.E). If the contractor is experiencing any					
difficulties with the Trainee (or Apprentice) at any time the PennDOT C.S.E. must be notified immediately.					
THE PennDOT IIC. SHALL BE NOTIFIED AT THE TIME OF A TERMINATION, QUIT -OR- COMPLETION, BY FILING AN EO-365					
REPORT AT THAT TIME, REGARDLESS OF THE CALENDAR DATE.					
Trainee Name		Address		Last Five Digits of SSN:	
				Male	Female
				<input type="checkbox"/>	<input type="checkbox"/>
				Date of Birth	
Ethnic Group Designation:				Employee Status	
<input type="checkbox"/> Black Not Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian, Alaskan Native <input type="checkbox"/> Asian or Pacific <input type="checkbox"/> New Hire				<input type="checkbox"/> On-the-Job Trainee	
<input type="checkbox"/> Islander <input type="checkbox"/> Caucasian Not of Hispanic Origin <input type="checkbox"/> Other (Specify)				<input type="checkbox"/> Upgrade <input type="checkbox"/> Apprentice	
Approved Trainee Classification:			Date Training Started:		Trainee's Hourly Rate:
Hours of Training This Month:		Hours of Training To Date:		Hours of Training Remaining:	Date Training Completed:
Summary of Specific Tasks Performed:					
Evaluation of Trainee:					
TERMINATION: (State Reason for Termination)					Date of Termination
LAY-OFF			Date of Lay-Off		Anticipated Recall Date
NAME OF CONTRACTOR					Telephone Number
Report Prepared By: (Signature and Title of Contractor's Representative)					Date
Signature of Trainee					Date
Reviewed By: (Signature of PennDOT Project Inspector)					Date

SAMPLE COMPLETION CERTIFICATE OF TRAINING

CERTIFICATE OF TRAINING

This is to certify that ___Jane Smith___ has completed 1000 hours
of On-The-Job Training in the job classification: Loader Operator;
and the training was provided in accord with all current orders and requirements of the:

FEDERAL HIGHWAY ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
Through the approved training program of:

Small Construction Company

The above training program was monitored by the District Office of the State Highway
Administration, Pennsylvania Department of Transportation.

Training was completed this 15TH day of October, 2007

ATTEST:

EQUAL EMPLOYMENT
OPPORTUNITY
EMPLOYER

Carolyn Small
PRESIDENT

John Doe
EEO OFFICER

Mark Smith
SUPERVISOR