

# ON-THE-JOB TRAINING

## *Instruction Manual*

For  
*Central Office Personnel  
Region/Area Personnel and  
Contractors*

with

**Basic**

**Construction  
Classifications**

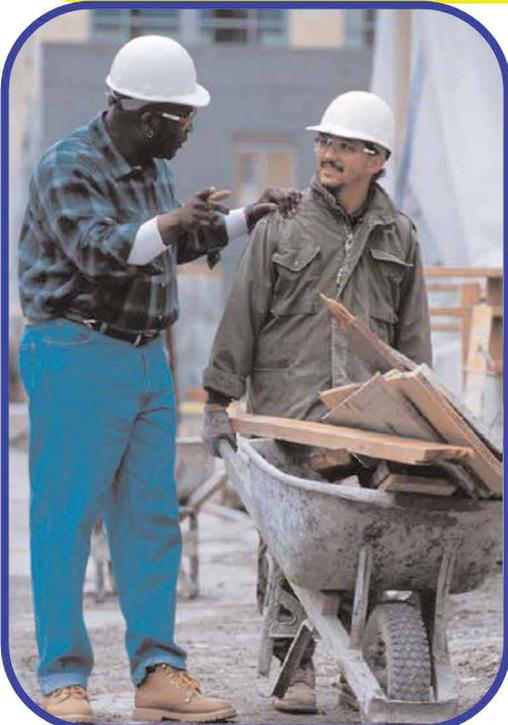
*Alabama Department  
Of Transportation*

Compliance & Business Opportunities Bureau

1409 Coliseum Boulevard, N-101

Montgomery, Alabama 36110

(334) 242-6335



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## FOREWORD

The purpose of the On-the-Job-Training (OJT) Manual is to provide a source of technical assistance for the Alabama Department of Transportation (ALDOT) personnel, contractors and other parties who have either a responsibility to ensure compliance with OJT contract requirements or desire to gain knowledge about the OJT program. The Manual offers pertinent information about the wage rates and certified payroll requirements that are essential aspects to overall OJT compliance.

It is not designed to supersede or act as a substitute to 23 CFR Part 230, the Training Special Provisions (TSP), or the official binding contract documents that are referenced therein. In the event of a conflict with any information contained in this Manual; the contract documents will be the controlling authority.

This document may be downloaded in its entirety or in part, to satisfy the needs of the user. Any user of this Manual who discovers an error, omission, or obsolete information should bring it to the attention of Ms. Zakiya Wright, EEO/OJT Program Coordinator at (334) 242-6335 or via email at [wrightz@dot.state.al.us](mailto:wrightz@dot.state.al.us).

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## **Policies which Established State Transportation Agency On-the-Job Training Program**

**The Federal Highway Administration (FHWA) as directed by 23 Code of Federal Regulation (CFR) requires all State Transportation Agencies (STA) to create and utilize On-the-Job Training (OJT) on federally assisted highway construction projects. This directive was derived from the legislative acts of 23 United States Code (U.S.C.) 140 (a)**

Federal Highway Act of 1968 (OJT Program) and 23 U.S.C. 140 (b) – Federal-Aid Highway Act of 1970 (OJT Supportive Services Program). In accordance with 23 CFR Subchapter C, Subpart a, Section 230.107 paragraphs –a| and –b|, the FHWA has established policies which require equal employment on all direct Federal and Federal-Aid highway construction contracts. The following statements are cited in paragraphs –a| and –b| of Section 230.107. They provide a basis for the establishment of STA On-the-Job Training Programs.

a) Direct Federal and Federal-Aid highway construction projects – It is the policy of the FHWA to require that all direct Federal and Federal aid construction contracts include the same specific equal employment opportunity requirements. It is also the policy to require that all direct Federal and Federal aid highway construction subcontracts of **\$10,000.00** or more (not including contracts for supplying materials) include the same requirements.

b) Federal-Aid highway construction projects – It is the policy of FHWA to require full utilization of all available training and skill improvement opportunities to assure increased participation of women, minority groups and disadvantaged persons in all phases of the highway construction industry. Moreover, it is FHWA'S policy to encourage the provision of supportive services which will increase the effectiveness of approved on- the-job training programs conducted in connection with Federal-Aid highway construction projects.

## **Program Mission Statement and Objectives**

The On-the-Job Training (OJT) Program has established a mission statement based on ensuring that training is included in the contract specifications and accomplished on federally assisted highway construction projects. To achieve the aforementioned mission statement the following objectives have been established.

1. To broaden the labor pool to meet the projected future labor needs in the construction industry.
2. To provide training, employment, and upgrading opportunities for women, disadvantaged and minority workers so that they may have access to the higher paying skill trade jobs and journeyman positions.
3. To demonstrate that equal opportunity exists in the highway construction industry.

The OJT Program has several major components. Implementation requires the sharing of responsibilities between the Federal Highway Administration (FHWA), State Transportation Agency (STA), and the contractor. These components include, but are not limited to:

- a) Development of Training Goals
- b) Assignment of Contract Training Goals
- c) Development and Acceptance of OJT program at the project level prior to starting construction
- d) Provide Training
- e) Determination on the Adequacy of Training
- f) Reporting Requirements
- g) OJT Reimbursement Provisions
- h) OJT Supportive Services

## General Program Information for Contractors

1. The contractor can select and utilize classifications within this OJT Manual to complete their OJT Plan or commitment for providing training (see Appendix 1) on federal-aid projects.
2. The contractor may request additional classifications and rates which are not currently listed in the OJT Manual. Procedures and forms are cited within the General Program Guidelines entitled—Contractor Responsibilities Request for Additional Classification (see Appendix 2).
3. The contractor recruits and selects trainees. However, the contractor may receive assistance from outside sources to accomplish this task. For example, the Region/ Area EEO Officer, State OJT Coordinator and State Contract Compliance Coordinator may assist the contractor in obtaining applicants to fill trainee positions. Additionally, the Supportive Services Training Center may refer qualified applicants to the contractor upon request (see general program guidelines section entitled Contractor Responsibilities —Recruitment Procedures). Inquiries should be made to the OJT Coordinator as to the existence of an OJT/SS Training Center.
4. The contractor should submit to the State Transportation Agency (STA) for approval the OJT Plan or commitment (see Appendix 1) in terms of the number of trainees to be trained for each selected classification and the training programs to be utilized (see OJT Construction Classifications).
5. The contractor is expected to begin training on a project as soon as possible after the start of work utilizing the job classification(s) involved. As soon as possible is interpreted to mean; when approximately 10 percent of the work utilizing the job classification(s) intended for training has been completed (see section entitled General Program Guidelines, Contractor Responsibilities). After training has started the contractor should strive to provide counseling efforts to retain employees. If vacancies occur help is available to obtain replacements as needed (see number 3 above).
6. Current employees enrolled in the training program that are classified as upgrades will continue to receive wages that are not less than those being paid at the time of enrollment. If these wages are more than the amount specified for an increase when the percentage of training is reached, it is recommended that an increase be provided commensurate with the trainees' interest, ability, and progress at that point in the program (see general program guidelines section entitled Contractor Responsibilities Trainee Wage Information).

7. The contractor will keep such records as are necessary to determine compliance with contractor's training obligations i.e. certified payrolls, ALDOT Trainee Enrollment/Time Report (see Appendix 5 and general program guidelines section entitled –contractor responsibilities utilization and submission of monthly trainee reports)).

8. The hours of training for a classification are outlined in the section entitled OJT Construction Classifications. Contractors can graduate a trainee early provided that the trainee can demonstrate to the contractor a proficiency in the operation of tools or equipment, and provide a letter to the STA, attesting to the trainee's skill level. Contractors will pay the graduate full scale and rely upon him/her to do the necessary work of a skilled man/woman performing assigned duties on the project with specific equipment and or tools.

9. The contractor's records should contain clear explanations of deviations from the training hours outlined in the OJT Construction Classification section.

## **APPRENTICESHIP PROGRAMS THROUGH THE DEPARTMENT OF LABOR**

In accordance with 23 CFR part 230.11 item (2):

(f)(1) Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the FHWA division Administrator. Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered in a manner reasonably calculated to meet the equal employment opportunity obligations of the contractor.

(2) Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency of the division Administrator provided:

(a) The U.S. Department of Labor has clearly approved the program aspects relating to equal employment opportunity and the payment of trainee wage rates in lieu of prevailing wage rates.

(b) They are reasonably calculated to qualify the average trainees for journeyman status in the classification concerned by the end of the training period.

(c) They are administered in a manner calculated to meet the equal employment obligations of the contractors.

The following link to the Department of Labor's web page is provided regarding Apprenticeships: <https://www.dol.gov/apprenticeship/>

## Definitions

The following words will be frequently used within the section entitled –General Program Guidelines and require definitions to facilitate better understanding by the users of this manual.

**Construction** – The supervising, inspecting, actual building, and incurrence of all costs incidental to the construction or reconstruction of a highway, including bond costs and other costs relating to the issuance in accordance with section 122 of bonds or other debt financing instruments and costs incurred by the State in performing Federal-aid project related audits that directly benefit the Federal-aid highway program.

**Contractor** – Any person, corporation, partnership, or unincorporated association that holds a FHWA direct or federally assisted construction and/or consultant contract or subcontract regardless of tier, inclusive of material suppliers and vendors.

**Region/Area Equal Employment Officer** – Means an individual with staff level responsibilities and necessary authority by which to operate as an Equal Opportunity Officer in a Region/ Area Office. Normally the Equal Employment Opportunity Officer will be a full-time civil rights specialist serving as a staff assistant to the Region/ Area Administrator.

**Equal Employment Opportunity** – The absence of partiality or distinction in employment treatment and contractor selection, so the right of all persons to compete and perform work and to be employed and advanced on the basis of merit, ability and capability is maintained.

**Equal Opportunity and Equal Employment Opportunity Requirements** – A general term used throughout this manual to denote all civil rights-based contract provisions relative to nondiscrimination in selection and retention of subcontractors, materials suppliers or vendors, equal employment opportunity training, DBE contracting opportunities, or Indian or Appalachian preference (where appropriate).

**Good Faith Effort (GFE)** – Affirmative action measures implemented to meet the established intent and objectives of the equal opportunity provisions of the contract (see FHWA Form 1273 Section II 4a-4c Recruitment and 6a-6d Training and Promotion).

**Journeyman** – A person who has served an apprenticeship at a trade or handicraft and is certified to work at it assisting or under another person.

**Minority** – Black (having origins in any of the black racial groups of Africa); Hispanic (of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race); Asian American (having origins in any of the original

peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or American Indian and Alaskan Native (having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).

**State Transportation Agency (STA)** - Current term which replaced the State Highway Agency and means the department, commission, board, or official of any state charged with the responsibility for highway construction.

**Trainee** - A person who received on-the-job-training, whether through an apprenticeship program or other programs approved or accepted by the FHWA.

**Supportive Services** - Services provided in connection with approved on- the-job training programs for highway construction workers and highway contractors which are designed to increase the overall effectiveness of training programs through the performance of functions determined to be necessary in connection with such programs, but which are not generally considered as comprising part of the actual on-the-job training.

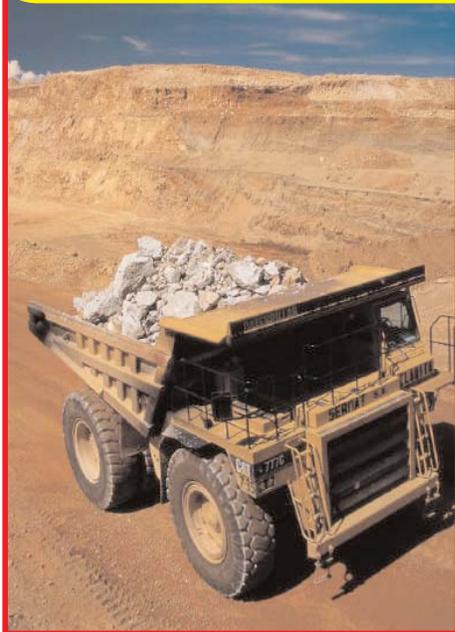
## **Administration Guidelines**

An effective OJT Program requires the cooperation by the FHWA, and adherence by the STA and Contractor to the provisions outlined in 23 CFR Subchapter C Part 230 Subpart A (Equal Employment Opportunity on Federal-Aid Construction Contracts). The following statements will cite the respective responsibilities of each organization and individuals within those organizations with delegated authority to carry out program directives.

The FHWA has oversight responsibility to provide guidance, assistance, and the approval of proposed project training provisions, project goals, and proposed training programs. The FHWA has delegated primary responsibility to the STA to monitor and determine the effectiveness of on-the-job training.

The STA (ALDOT) has delegated responsibility for implementing the Equal Employment Opportunity Program to the Equal Employment Opportunity (EEO) Coordinator. This responsibility covers the "in house" EEO Activities, and Contract EEO requirements. Inclusive are, On-the-Job Training (OJT), Disadvantaged Business Enterprise (DBE), Title VI regulations, and Contract Compliance. All implementing instructions are issued by the EEO Section (Compliance and Business Opportunities Bureau) to the various divisions and bureaus.

The EEO Coordinator maintains constant contact with all Region/ Area Offices to assure uniform understanding and administration of the EEO program throughout the state. The central office, regions/areas, and contractors should utilize the following procedures as measures to ensure uniformity in understanding and administration of the OJT program.



# CENTRAL OFFICE RESPONSIBILITIES

The **Central Office** will:

1. Assign training hours to federal-aid projects based on 23 CFR Chapter 230.111(c) which are realistic and attainable. The assignment process of OJT Hours to federal aid projects may pertain to but not necessarily be limited to the following factors.

- a) Duration of the contract
- b) Dollar value of the contract
- c) Geographic location
- d) Type of work

The ALDOT Compliance and Business Opportunities Bureau with assistance from the Office Engineer Bureau will utilize the preceding factors to assign a specific number of OJT Hours to a federal aid project.

2. Approve initial OJT Plans and revised OJT Plans as submitted by contractors which are reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyman status in the classifications concerned by the end of the training period.

3. Ensure that the number of training hours specified in the training program is consistent with the project's duration and sufficiently long enough for the trainee to obtain journeyman level status.

4. Ensure that procedures i.e. trainee enrollment/time reports, interview forms etc. are established to monitor trainee progress on a project.

5. Conduct periodic visitations to Region/Area and project work sites to view placement of required EEO information i.e. project bulletin boards, interview trainees to gauge their progress within a training program and confer with Region/Area personnel and contractors on issues relating to the administration of the OJT program.

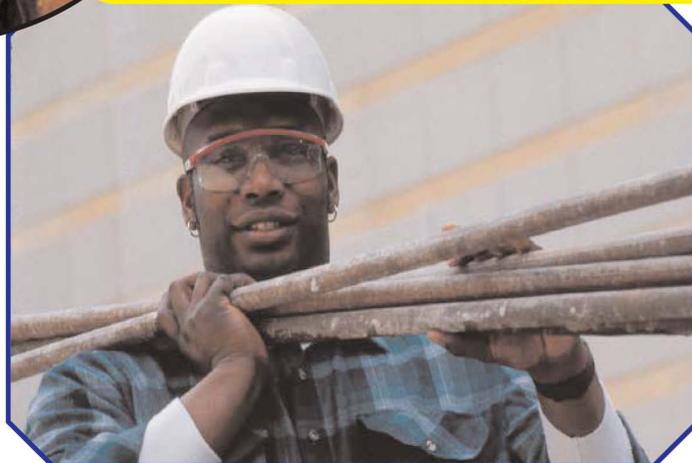
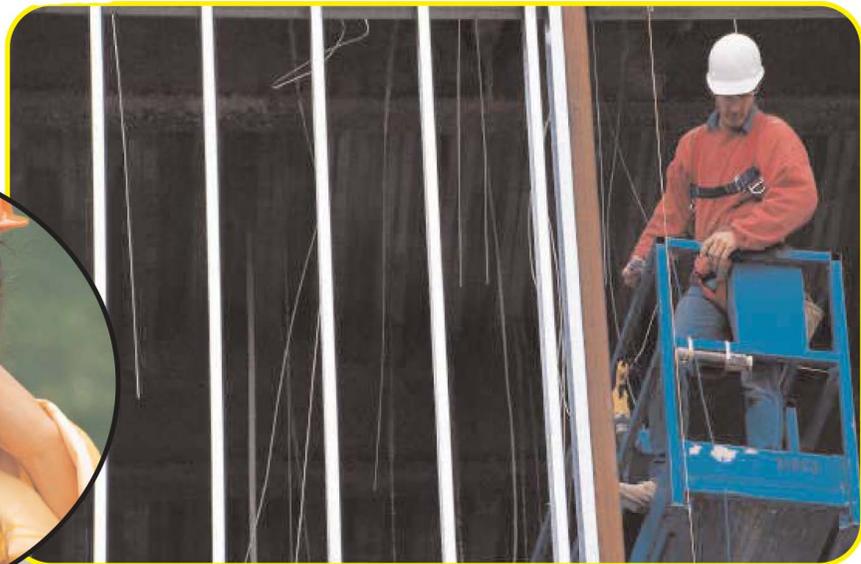
6. Support and provide guidance to Region/Area EEO Officers/Designated Representatives on adherence to training guidelines.

7. Review monthly training reports and trainee interview reports submitted by divisions.

8. Assist contractors with their efforts to adhere to training guidelines.

9. Submit required reports to FHWA.

# REGION/AREA EEO OFFICER OR DESIGNATED REPRESENTATIVE RESPONSIBILITIES



The **Region/Area EEO Officer/Designated Representative** will ensure through coordinated efforts with project personnel that:

1. Contractors are aware that training and upgrading of minorities and women toward journeymen status is a primary objective of the Training Special Provisions (TSP). Accordingly, the contractor shall make every effort to enroll minority trainees and women (e.g., 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.
2. Contractors are aware that prior to commencing construction, they shall submit to the State Transportation Agency (ALDOT) for approval the number of trainees to be trained in each selected classification and training program or OJT Plan to be used (see exhibit 1). **Furthermore, the contractor shall specify the starting time for training in each of the classifications. Contractors are expected to start working a trainee as soon as is practical or at least; by no later than 10 percent of that respective phase of the project is complete.**
3. Contractors are informed that after receipt of the approved OJT Plan from ALDOT they should review the wage sheet in the contract to see what classifications are pre-approved for use on that project. When reviewing the wage sheet the contractor discovers that it does not contain the pre-approved classifications, the following procedures are recommended:
  - a) If the wage sheet does not contain the pre-approved classifications as cited in the approved OJT Plan then the contractor should submit a "Request for an Additional Classifications", Form 1444 (see Appendix 2) for an approved wage rate on the classification intended for use on this project.
  - b) The contractor should submit the request through the Project Office to the Region/ Area Office with eventual approval by the Bureau of Office Engineer.
  - c) After the request for an approved wage rate has been approved by the Bureau of Office Engineers, it is sent back through the Region/ Area Office to the Project Office with eventual receipt by the Contractor.
  - d) The Bureau of Office Engineers, Region/ Area Office and Project Office should maintain a copy of this form in their respective file for a period of three (3) years after the completion of the project.
4. Submit revisions to approved training programs provided that these revisions have been **promptly routed through the Project Engineer to Region/Area EEO/ designated representative** with subsequent approval by the central office.

Contractors should be mindful that classifications intended for use on revised OJT Plans should also be cited on pre-approved wage rate sheet for that project. After review, Region/ Area personnel should forward revised OJT Plans to:

**Alabama Department of Transportation  
Compliance and Business Opportunities Bureau  
Attention: Zakiya Wright, EEO/OJT Program Coordinator  
1409 Coliseum Boulevard, N-101  
Montgomery, Alabama 36110  
Phone: (334) 242-6335  
Email: [wrightz@dot.state.al.us](mailto:wrightz@dot.state.al.us)**

5. Contractors inform project personnel and Region/ Area EEO Officer/ Designated Representative on the names of individuals i.e. trainers, company EEO Officer's with specific responsibility for ensuring the Completion of the Training Special Provisions on a project. These individuals should have the authority to sign monthly trainee enrollment/ time reports.
6. Contractors are informed that they shall retain primary responsibility for meeting the training requirements imposed by the Training Special Provisions in construction contracts. Contractors shall ensure that this training provision applies to subcontractors. Contractors should be encouraged to contact Region/ Area/ project personnel early in the project when it first becomes apparent that either they or their subcontractors cannot complete their training obligations.
7. **Contractors are informed that they shall furnish the trainee a copy and brief them on their respective training program.**
8. Contractors are informed that it is normally expected that a trainee will begin his/ her training on the project as soon as feasible after the start of work utilizing the skill involved and remain on the project as long as training opportunities exist in his/ her work classification or until completion of the training program.
9. Monthly trainee enrollment/ time reports (see Appendix 5) and other data i.e. payroll transcripts are submitted promptly by contractors to project personnel for review and forwarded to Region/ Area EEO Officer/ Designated Representative. In addition, ensure that contractors are knowledgeable on utilizing the monthly trainee report. Monthly training reports which cite individual trainee progress should be accurate, concise and include the following items:
  - a) Report Period (month) – the date at the top of the training report reflects the month and year the trainee received the training (not the date the report was completed by the contractor)

- b) Project Number – project number on the certified payroll and training report should match.
- c) Contractor Name and Address – self explanatory
- d) County – self explanatory
- e) Trainee Name, Address, Social Security Number – self-explanatory citing the appropriate information.
- f) Employment status – contractor cite whether the trainee is new employee (New Hire) or current employee (Upgrade).
- g) Ethnic Group designation – contractor cite the appropriate racial group for the trainee.
- h) Job Classification/Hours Required – obtained from OJT Manual certified payrolls and training reports should match.
- i) Hours required – obtained from OJT Manual should match the Job Classification.
- j) Date Training Started/Terminated – inserted by the contractor.
- k) Hours trained for the month – training performed this month on Federal-aid projects and inserted by a respective week ending date (i.e. Sunday).
- l) Hours to date – all training annotated on report for previous and current month.
- m) Hours training remaining – subtraction of total training hours to date from training hours required.
- n) Trainee wage rate – contractor cite the appropriate wage rate for phase of training.
- o) Original signatures and dates for respective training period citing trainee, trainer, Company EEO Officer and Designated Representative.
- p) Every applicable field on the training report is completed.

10. Monthly training reports intended for submission to the ALDOT Central Office should cite activities illustrated in the individual training forms received from

project personnel. These reports should cite training activities for a reporting period by Training Summary (see Appendix 6) and Monthly Training and Time Report (see Appendix 7). **Training reports will be submitted to the central office within fifteen (15) days of the current month with data covering the previous month's activities. However, if training reports are not submitted within this time frame, the Region/Area EEO Officer/Designated Representative will submit a memorandum to the Region/ Area Engineer citing the reason for the delay.** In addition, a copy of the memorandum will be provided to the ALDOT Compliance and Business Opportunities Bureau within ten (10) days of receipt by the Region/ Area Engineer.

Contractors are briefed on the following procedures for transferring trainees from one federal-aid project to another.

- a) Contractors should be informed that written requests for transferring trainees from one federal-aid project to another federal aid project will be submitted to the Region/ Area EEO Officer/ Designated Representative (where the employee was initially assigned) for review before submission to the central office for approval. The written notification will be submitted to the Region/ Area (where the employee was initially assigned) within three (3) days of the trainee assignment to the gaining project.
- b) In addition, contractors should understand that if trainees are approved for transfer, the gaining project must have the same training classification approved for that project. The contractor must provide documentation i.e. a written letter that the gaining project will have sufficient work time to complete training requirements.
- c) All trainee hours on a project other than those on the originally assigned project without the proper transfer approval, will not be counted towards the OJT obligation for that project. If the OJT obligation is not met, the prime contractor will have to show good faith efforts in fulfilling this portion of the contract requirement.

11. Contractors are briefed on the following procedures for initiating and maintaining training activity on a federal aid project.

- a) Contractors will be contacted if they have not started working a trainee after 10 per cent of that respective phase of the project is complete. The Region/ Area EEO officer/Designated Representative will ensure that Project Engineers inspect projects at the ten percent (10%) work completion phase to ascertain if training has been initiated. If not, the project engineer will request at that time from the contractor a written explanation as to when training will begin. This

written explanation along with the division's recommendation will be forwarded to the central office within five (5) days of receipt by the Region/ Area Engineer for final evaluation and approval/ disapproval. If approved, the contractor will be expected to adhere to statements made in his explanation letter to the Region/ Area.

b) If the explanation is disapproved the contractor will be scheduled for a Contract Compliance Review to determine his/her compliance with the Training Special Provision (TSP).

c) If a trainee is separated from the company and depending upon the phase of completion for the work item and training obligations have not been met, and there are enough work hours remaining on the project, the contractor will immediately recruit a replacement trainee (see contractor recruitment procedures, item number 11). Contractor will document in writing all Good Faith Effort (GFE).

**In addition, the contractor must submit documentation of his GFE i.e. efforts made to hire replacements for trainees who terminated their training program to Region/Area EEO Officer/Designated Representative.** The GFE will be compiled into a letter and attached to the ALDOT Monthly Trainee Time Report. These documents will be submitted to the Region/ Area EEO/ Designated Representative along with the names and reasons of individuals who separated from the company during the respective reporting period. GFE should be evaluated to determine if they are sufficient or insufficient. If the GFE is deemed insufficient, please follow procedures outlined in 11(b).

12. Contractors are informed that 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 portion of the overall training. FHWA has defined offsite training as, training which is conducted by the contractor at a designated location i.e. a pit owned by the contractor, and not on another private contract, and the trainee is given an opportunity to continue training on equipment. To receive credit for offsite training the contractor contributes to the cost of the training, provides the instruction to the trainee, and pays the trainees' wages during the offsite- training period. Payment will be made for training only on federal aid projects.
13. Contractors are informed that they will be paid for all adequately documented training performed on a project by project basis. Training payments will be made on the monthly estimate for each trainee who either terminates or graduates. Progress payments will be permitted, if requested by the Contractor. Payment

will be made at the rate of \$.80 per hour trained. Contractors should pay trainees according to the Davis Bacon rules (see contractor responsibilities - Trainee Wage Rates).

14. Contractor Payroll Records indicate the trainees as well as the trainer or trainers on a given project as referenced in the Officer Engineer Bureau letter to divisions dated September 20, 2004 (see Appendix 3).
15. Contractors are informed that payment will be made by the project where the training was provided unless the trainee was transferred intermittently between projects. In addition, if a significant part of the total training was provided by the project where the trainee was initially enrolled, total payment will be made by this project.
16. The trainee interview form (see Appendix 4) is utilized to conduct interviews in the following manner. The Project Engineers will schedule and conduct at least one (1) interview at the completion of the ten percent (10%) work activity for each OJT trainee assigned to federal-aid project with Training Special Provision requirements utilizing the approved interview form. If during the course of the trainee interviews, possible discriminatory activities are discovered, these activities will be referred to the Region/ Area EEO Officer/ Designated Representative for further handling. In conducting the trainee interviews, the Project Engineer should ensure that:
  - a) The trainee understands the questions on the interview form. The trainee has been briefed by supervisor on the EEO policies for his/her company (see section entitled Contractor Responsibilities).
  - b) The trainee knows they are being reported as trainees and are in fact receiving training. The trainee knows that sufficient hours are scheduled, and that they are intended to advance their capability toward journeyman's level.
  - c) The trainee has been briefed by his/her supervisor or trainer on the training program and has been given a copy of his/her training program (see section entitled Contractor Responsibilities.)
  - d) The trainee has been briefed on the wage rates applicable to his/her training program (see section entitled Contractor Responsibilities).
  - e) After the interview is finished, if possible, have the trainee sign in the designated area.

- f) If alleged problems are indicated in the trainee's responses, the applicable areas in the bottom section on the interview form are completed by the interviewer.
- g) In addition to the trainee signature, the projects engineer/ designated representative should sign and date the interview form and maintain a copy in Project EEO Files. The original document will then be forwarded to the Region/Area EEO/ Designated Representative for review.

17. Upon detection of possible discriminatory practices ensure through coordinated efforts with Project Engineer/ Designated Representative that an investigation is promptly initiated by the Region/ Area EEO Officer or Designated Representative. The Region/ Area EEO Officer or Designated Representative will contact the respective trainee and other individuals involved with the alleged discriminatory practice. A report should be compiled for submission to the Region/ Area engineer once the investigation is complete, detailing the incident, individuals involved, project number, contractor and disposition. After review by the Region/ Area engineer the report should be forwarded to the central office for final recommendations.

18. The contractor shall provide each trainee with a certificate and letter showing the type and length of training satisfactorily completed (see Appendix 8).

19. Contractors are expected to fulfill their obligations under the Training Special Provisions. Those obligations will be considered fulfilled if contractors have provided acceptable training to the number of trainees specified in the OJT Plan.

20. Contractors are informed that training payments will be made on the monthly estimates for each trainee who either terminates or graduates. If the contractor does not request progress payments and the trainees are terminated, you must follow the procedures as outlined in this section, item number 11 (c).

21. Contractors are informed that priority in scheduling equal opportunity compliance reviews shall be given to reviewing their work forces which entail working on projects that include training special provisions. These reviews are conducted by Region/ Area/ central office personnel and FHWA personnel when applicable. The compliance review process is an evaluation of the contractors' GFE to determine compliance with their contractual EEO requirements including the Training Special Provision. Furthermore, obtain compliance when a determination of non compliance is made.

22. Ensure that the Region/Area project engineer have established EEO files for a project. These files should contain:

- a) The OJT Commitment (approvals) from Contractor.
- b) Approved revisions to the initial OJT Commitment.
- c) Trainee Enrollment Reports.
- d) Completed Trainee Interviews and Reports.
- e) Contractor Request for Additional Classification(s).
- f) Contractor request for applicant information i.e. location of employment offices, OJT Supportive Service Training Centers.
- g) Files should be retained for three years following the completion of work on the project.

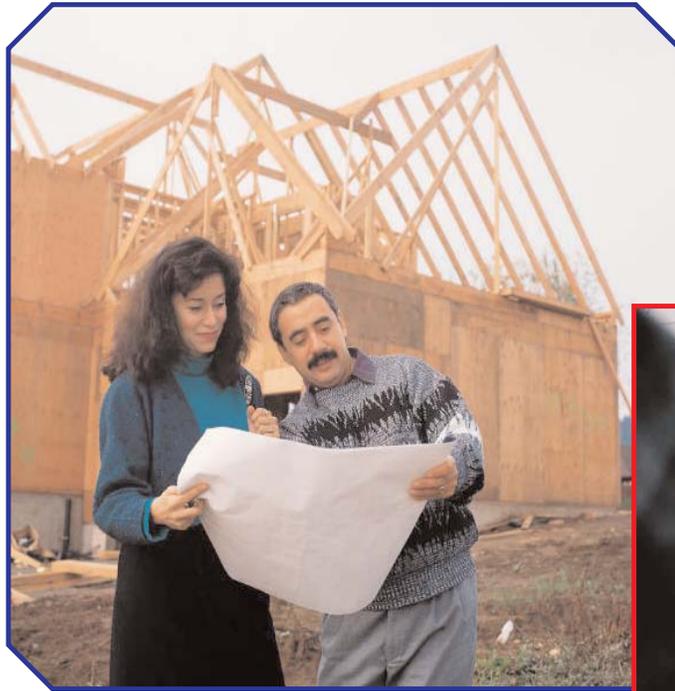
23. Ensure that the Region/Area office maintains an accurate record of the contractor EEO compliance activities i.e. trainee reports, interview reports, compliance review reports on a project.

24. Submit to the central office based on the accuracy of monthly trainee reports a report during the month of December which cites by classification, race and sex, the number of individuals initially enrolled and graduated from the OJT Program (see appendices 9 and 10).

25. Visit the project engineer's office, project work sites and review EEO Files and bulletin boards to determine if the contractor is complying with the Contract Special Provisions.

26. Assist the contractor, if possible, in locating qualified applicants for work on the various federal-aid projects (see contractor recruitment procedures) by citing telephone numbers of local state employment services, and nearest OJT/SS training center.

27. Contact contractors periodically to ascertain their understanding of program directives. In addition, and depending on feasibility, schedule a meeting with contractors at least quarterly, to discuss issues with central office personnel relating to the administration of the OJT program.



# CONTRACTOR RESPONSIBILITIES



The **Contractor** will:

1. Provide On-the-Job Training aimed at developing full journeymen in the type of trade or job classification involved.
2. Upon deciding to sub-contract out a portion of the contract work, determine how many, if any, of the trainees are to be trained by the sub-contractor. The contractor, however, shall retain the primary responsibility for meeting the training requirements imposed by the special provision. Additionally, the contractor will ensure that the Training Special Provision is made applicable to such sub-contract. Training and upgrading of minorities and women toward journeymen status is a primary objective of the Training Special Provision.
3. Designate and make known at the preconstruction conference to the STA Region/Area EEO Officer/Designated Representative the name of the company **Equal Employment Officer (EEO Officer)/Designated Representative** who will have the responsibility for and must be capable of effectively administering and promoting an active contractor program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so.
4. **Implement the EEO policy** and contractual responsibilities to provide equal employment opportunity in each grade and classification of employment. To assure that the preceding policy is adhered to, the following actions will be taken as a minimum:
  - a) Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six (6) months, at which time the contractor's equal employment opportunity and its.
  - b) Ensure that supervisors brief all employees which include trainees on company EEO Policies.
5. Submit to the STA for approval the OJT Plan or commitment in terms of the number of trainees to be trained for each selected classification and the training programs to be utilized (see Appendix 1). Contractors should submit their OJT Plan to the following address:

**Alabama Department of Transportation**  
**Compliance and Business Opportunities Bureau**  
**Attention: Zakiya Wright, EEO/OJT Program Coordinator**  
**1409 Coliseum Boulevard, N-101**  
**Montgomery, Alabama 36110**  
**Phone: (334) 242-6335**  
**Email: [wrightz@dot.state.al.us](mailto:wrightz@dot.state.al.us)**

6. Submit revisions to approved training programs provided that these revisions have been promptly routed through the project engineer to Region/Area EEO/designated representative with subsequent approval by the central office. Contractors should be mindful that classifications intended for use on a revised OJT Plan should also be cited on the per-approved wage sheet for that project. After review Region/Area personnel should forward revised OJT Plans to:

**Alabama Department of Transportation**  
**Compliance and Business Opportunities Bureau**  
**Attention: Zakiya Wright, EEO/OJT Program Coordinator**  
**1409 Coliseum Boulevard, N-101**  
**Montgomery, Alabama 36110**  
**Phone: (334) 242-6335**  
**Email: [wrightz@dot.state.al.us](mailto:wrightz@dot.state.al.us)**

7. Utilize the following procedures to request additional training classifications not presently approved by the STA for assignment to the OJT Plan or commitment for training (see Appendix 1) and therefore allocation to a specific project.

- a) Initially, for a "trainee" to be trained, there must be a "journeyman" on the project site to train the employee. The "trainer" can be a supervisor, foreman or another employee in the "trainee classification" who is already a "journeyman".
- b) If a classification is not on the "Wage Determination" included in the contract, a "Request for an Additional Classification" (see Appendix 2) should be submitted by the contractor to the Project Office.
- c) The project office shall forward the request to the Region EEO or designated representative promptly. The Region EEO or designated representative will review the document for accuracy before submitting it to the Labor Compliance Officer. The Region EEO or designated representative will ensure that the request includes a project number, contractor's name, subcontractor's name if applicable, craft and the proposed rate of pay prior to submission. For documentation purposes it is recommended to the contractor that the request for additional classifications should:
  1. Be written and addressed to the Labor Compliance Officer
  2. Utilize the Form 1444 to request the usage of Laborer and Mechanic classifications.

3. In the event the request does not involve the usage of a Laborer or Mechanic submit a letter to the OJT Monitor for review/ approval at the following address stating in concise manner the need for the new classification in lieu of using an existing classification within the OJT Manual.

In addition, the contractor should submit along with the letter an attachment which cites a training program with required hours and job description similar to the OJT Manual. If the additional classification requested is a Laborer/Mechanic, a copy of the letter will be provided to the Labor Compliance Officer so that the appropriate wage rate can be approved for the classification. The address is:

**Alabama Department of Transportation  
Office Engineer Bureau  
Attn: Labor Compliance Officer  
1409 Coliseum Boulevard, E-101  
Montgomery, Alabama 36110**

- d) After receipt of the Request for Additional Classification (Form 1444), the Labor Compliance Officer will perform the following procedures:
  1. Insert the necessary information (project number, name of prime/subcontractor, classification being requested and rate requested for the classification) supplied by the contractor.
  2. After the contractor information is inserted on the Form 1444, it is sent back through the Region/ Area to the Project Office and subsequently to the contractor for signatures.
  3. After all signatures are secured, the completed form is sent back to the Labor Compliance Officer.
  4. Upon receipt of the completed form from the Project Office/Contractor, a cover letter is attached to a copy of Form 1444. The cover letter and Form 1444 are transmitted to the Department of Labor (DOL) in Washington D.C. requesting approval of the new classification.
- e) If an individual is hired for the requested classification during the time frame when the STA (Labor Compliance Officer) is awaiting approval, the individual will be paid at the proposed wage rate.
- f) If DOL does not agree with the proposed classification and wage rate, they

will make a determination on the appropriate wage rate for the classification. The Labor Compliance Officer will make a copy of the letter and attach a cover letter which cites the recommendation and rationale for the disapproval.

- g) If DOL approves the request, a letter will be sent to the STA (Labor Compliance Officer) citing approval and the accompanying wage rate. The Labor Compliance Officer will make a copy of the approval letter and attach a cover letter which cites the approval of the classification and wage rate. This letter is sent to the Contractor and all persons copied that are listed at the end of the cover letter.

8. Upon deciding to subcontract out a portion of the contract work, the contractor shall determine how many, if any, of the trainees are to be trained by the subcontractors. Ultimately, the contractor will be responsible for compliance or noncompliance with the prime contractor Training Special Provision Requirements.

9. Begin training as soon as feasible after the start of work utilizing the skill involved. As soon as feasible is interpreted as; approximately ten percent (10%) of the work utilizing the skills to be trained has been completed. In addition, if training does not begin at the preceding time, a written explanation will be given to Project Engineer citing the rationale and time frame when training will commence on the project. The trainee should be briefed (furnished a copy) at this juncture on the training program for which he/she has started to ensure understanding of the phases of work and wage rates within each section of the program.

10. After commencement of work at the project site implement the following **Trainee Wage Rates:**

- a) Normally, trainees are paid a percentage of journeyman's wages (Davis Bacon rates). The following payment plan is required in the regulations Training Special Provision, and outlined on the monthly trainee enrollment/time report.
- b) Sixty percent (60%) of the journeyman's wages for the first half of the training period;
- c) Seventy-five percent (75%) of the journeyman's wages for the third quarter of the training period and,
- d) Ninety percent (90%) of the journeyman's wages for the last quarter of the training period.

11. Recruit a replacement for the trainee when training obligations have not been

met on a project provided that the documented training hours are minimal and that there is sufficient time on the project as well as time within the work phase to complete training. Contractors will document in writing all GFE (FHWA Form 1273 Section II). In addition, the contractor must submit documentation of his GFE, i.e., efforts made to hire replacements for trainees who terminated their training program to Region EEO Officer or designated representative.

The GFE will be compiled into a letter which is attached to the ALDOT Monthly Trainee time report and submitted to the Region EEO or designated representative along with the names of individuals who separated from the company during the respective reporting period. Contractors can contact their Region EEO Officer or designated representative for assistance in locating qualified applicants to fill vacancies as they become available on projects. In addition, the Central Office (Compliance and Business Opportunity Bureau) will assist in providing information on qualified applicants.

Contractors will document in writing all GFE (see FHWA Form 1273 Section II 4a- 4e Recruitment and 6a-6d Training and Promotions). In addition, the contractor must submit documentation of his GFE i.e. efforts made to hire replacements for trainees who terminated their training program to Region/ Area EEO Officer/Designated Representative. The GFE will be compiled into a letter which is attached to the ALDOT Monthly Trainee

Time Report and submitted to the Region/ Area EEO/Designated Representative along with the names of individuals who separated from the company during the respective reporting period. Contractors can contact their Region/ Area EEO Officer/Designated Representative for assistance in locating qualified applicants to fill vacancies as they become available on projects. In addition, the Central Office (Personnel and Compliance Bureau) will assist in providing information on qualified applicants.

12. Submit a written request to the Project Engineer/Region/ Area prior to transferring trainees to other federal aid projects and nonfederal aid projects.

13. **Utilize and submit monthly trainee reports** (see Appendix 6) which document training activities to the respective project engineer citing the:

- a) Report Period (monthly) - the date at the top of the training report reflects the month and year the trainee received the training (not the date the report was completed by the contractor).
- b) Project Number - project number on the certified payroll and training report should match.

- c) Contractor Name and Address – self-explanatory.
- d) County – self-explanatory.
- e) Trainee Name, Address, Social Security Number – self-explanatory citing the appropriate information for a trainee.
- f) Employment status – contractor cite whether the trainee is new employee (**New Hire**) or current employee (**Upgrade**).
- g) Ethnic Group designation – contractor cite the appropriate racial group for the trainee.
- h) Job Classification/Hours Required – obtained from OJT Manual-certified payrolls and training reports should match.
- i) Hours required – obtained from OJT Manual should match the Job Classification.
- j) Date Training Started/Terminated – inserted by the contractor.
- k) Hours trained for the month – training performed this month on federal aid projects and inserted by a respective week ending date i.e. Sunday.
- l) Hours to date – all training annotated on report for previous and current month
- m) Hours training remaining – subtraction of total training hours to date from training hours required.
- n) Trainee wage rate – contractor cite the appropriate wage rate for phase of training.
- o) Original signatures and dates for respective training period citing trainee, trainer, and Company EEO Officer/Designated Representative.
- p) Every applicable field on the training report is completed.

14. Utilize and submit along with monthly training reports the appropriate documentation i.e. certified payrolls depending upon the type of project to the project engineer which substantiates the occurrence of trainee activity for report period.

15. Indicate on the payroll records the trainer i.e. roller operator trainer for a given Classification.

16. Upon indication that training hours have not been met on a project, provide documented evidence to the Project Engineer/Region/ Area that Good Faith Efforts (GFE) were made to meet the required hours. Only training performed on federal aid projects can be counted towards the training hours on a federal aid project and every attempt made to accomplish this act. No financial credit can be given for work on non-federal aid projects. In reviewing the contractor's GFE, all attempts to meet the spirit and intent of the Training Special Provisions by the contractor in providing on-the-job training aimed at developing full journeymen in the type of trade or job classification will be taken into consideration.
17. Provide the trainee with a certificate showing the type and length of training satisfactorily completed (see Appendix 8).
18. Retain all EEO records i.e. employment breakdown by race and craft on a project, showing recruitment and hiring of minority and females for a period of three (3) years following the completion of contract work and shall be available at reasonable times and places for inspection by authorized representatives of the STA and FHWA.
19. Submit an annual report to the STA each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form PR 1391 (see Appendix 11). Contractors are provided an annual notice for this reporting requirement.
20. Periodically evaluate the effectiveness of their OJT Program and trainees' progress within the training program. Based on these evaluations, the contractor should forward comments and or recommendations through the Project Engineer to Region/ Area for improving or correcting deficiencies in the training program.

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# AIR COMPRESSOR OPERATOR

DOT NO. 950.685-010

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

An Air Compressor Operator (Bank of 3 or more) starts and stops air compressor, regulates valves that control the supply of air. Connects pipes leading from compressor to equipment. May oil, grease, service and make normal operating adjustment to equipment. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation                        |                  |
| A. Safety Procedures .....                            | 5 Hours          |
| B. Observation of Equipment in Operation.....         | 20 Hours         |
| C. Starting, Stopping and Regulating Valves .....     | 15 Hours         |
| II. Care and Maintenance                              |                  |
| A. Safety Procedures .....                            | 5 Hours          |
| B. Routine Lubricating and Servicing .....            | 35 Hours         |
| III. Actual Operation of Equipment                    |                  |
| A. Safe Operating Procedures.....                     | 5 Hours          |
| B. Connecting Pipes from Compressor to Equipment..... | 50 Hours         |
| C. On-The-Job Operation .....                         | 360 Hours        |
| D. Special Applications .....                         | <u>25 Hours</u>  |
| <b>Total .....</b>                                    | <b>520 Hours</b> |

# ASPHALT DISTRIBUTOR OPERATOR

DOT NO. 853.665-010

Approximate training time: 26 Weeks or 1040 Hours

## JOB DESCRIPTION

Sets spray bar and operates valves and levers at rear of truck to control distribution bituminous liquid or emulsions for highway surfacing. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                    |
|--|--------------------|
| I. Orientation and Observation   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Observation of Machine in Operation .....   | 35 Hours           |
| C. Starting and Manipulating Valves and Levers<br>to Distribute Material and Move Equipment .....    | 30 Hours           |
| II. Care and Maintenance   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing .....  | 35 Hours           |
| III. Actual Operation of Equipment   |                    |
| A. Safe Operating Procedures .....   | 5 Hours            |
| B. Regulates Valves and Levers to Distribute Oil or<br>Bituminous Liquid for Highway Surfacing ..... | 120 Hours          |
| C. Operation of Equipment .....  | <u>805 Hours</u>   |
| <b>Total .....</b>   | <b>1,040 Hours</b> |

# ASPHALT MILLING MACHINE OPERATOR

Approximate training time: 26 Weeks or 1040 Hours

## JOB DESCRIPTION

Manipulates levers, electronic ski, stringline to control movements of milling machine that profiles asphaltic concrete of highway; regulates the depth of milling and speed of machine in Accordance with specifications. May oil, grease, monitor tooth wear or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Observation of Machine in Operation .....  | 35 Hours           |
| C. Starting and Manipulating Valves and Levers<br>to Distribute Material and Move Equipment ..... | 30 Hours           |
| II. Care and Maintenance  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing.....  | 150 Hours          |
| III. Actual Operation of Equipment  |                    |
| A. Safe Operating Procedures.....   | 5 Hours            |
| B. Automatic Screed regulation Indoctrination & services.....                                     | 150 Hours          |
| C. Operation of Equipment.....  | <u>690 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# ASPHALT PAVING MACHINE OPERATOR

DOT NO. 853.663-010

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Manipulates levers, electronic ski, stringline to control movements of paving machine that spreads and levels bituminous asphalt mix on subgrade of highway; regulates the height and width of screed and speed of machine in accordance with specifications. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                    |
|--|--------------------|
| I. Orientation and Observation   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Observation of Machine in Operation.....                                      | 35 Hours           |
| C. Starting and Manipulating Levers for Operating Equipment and Attachments..... | 30 Hours           |
| II. Care and Maintenance   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing.....                               | 150 Hours          |
| III. Actual Operation of Equipment   |                    |
| A. Safe Operating Procedures.....  | 5 Hours            |
| B. Automatic Screed Regulation Indoctrination and Servicing.....                 | 120 Hours          |
| C. Operation of Machine.....   | <u>690 Hours</u>   |
| <b>Total .....</b>   | <b>1,040 Hours</b> |

# ASPHALT PLANT OPERATOR

DOT NO. 570.682-014

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Operates asphalt plant to batch, crush or separate materials used in construction: Operates controls to heat, dry and mix ingredients such as asphalt, sand, stone to produce asphalt paving materials. Observes gauges, dials, and operations of machinery to ensure conformance to processing specifications. Must have knowledge of fueling, lubricating and servicing plant equipment. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 10 Hours           |
| B. Observation of Machine in Operation.....   | 40 Hours           |
| C. Starting and Manipulating Levers for Operating<br>Moving Equipment and Attachments ..... | 40 Hours           |
| II. Care and Maintenance  |                    |
| A. Safety Procedures .....  | 10 Hours           |
| B. Routine Fueling, Lubricating and Servicing.....  | 160 Hours          |
| C. Assists in Maintenance and Repair of Plant Equipment.....                                | 200 Hours          |
| III. Actual Operation of Equipment  |                    |
| A. Safe Operating Procedures.....   | 10 Hours           |
| B. Operation of Plant .....   | <u>570 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# ASPHALT RAKER

DOT NO. 869.687-026

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Distributes asphaltic road-building materials evenly over road surface by raking and brushing material to correct thickness; may control screed to regulate width and depth of materials; directs ASPHALT SHOVELERS when to add or take away material to fill low spots or to reduce high spots. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Placement of Material .....	5 Hours
C. Perform Duties of Asphalt Shoveler .....	35 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Fueling, Lubricating and Servicing .....	35 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures.....	5 Hours
B. Adjustment of Screed to Regulate Width and Depth of Material.....	35 Hours
C. Distribution of Material .....	<u>395 Hours</u>
<b>Total .....</b>	<b>520 Hours</b>

# ASPHALT ROLLER OPERATOR

DOT NO. 859.683-030

Approximate training time: 15 Weeks or 600 Hours

## JOB DESCRIPTION

Drives heavy rolling machine to compact earth fills, subgrades, flexible base and bituminous surface to grade specifications preparatory to construction of highways, streets, and runways. Moves levers, depresses pedals, turns hand wheels, and pushes throttle to control and guide machine. Drives machine in successive overlapping passes over surface to be compacted. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Machine in Operation .....	35 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Fueling, Lubricating and Servicing .....	25 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures .....	5 Hours
B. Rolls Asphalt Surfaces to Desired Compaction and Smoothness and Assures Proper Sealing of Joints .....	<u>525 Hours</u>
<b>Total .....</b>	<b>600 Hours</b>

# AUTOMATIC SUBGRADER OPERATOR

DOT NO. 850.663-023

Approximate training time:

18 Weeks or 720 Hours

## JOB DESCRIPTION

May operate tractor drawn grader to cut and smooth subgrade on street and highway paving projects. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Observation
    - A. Safety Procedures ..... 5 Hours
    - B. Observation of Machine in Operation .....35 Hours
    - C. Starting, Stopping and Manipulating Levers for Moving  
Equipment and Attachments, Including Electronic Controls .....150 Hours
  - II. Care and Maintenance
    - A. Safety Procedures .....15 Hours
    - B. Routine Fueling, Lubricating and Servicing .....40 Hours
    - C. Adjustment of Controls .....50 Hours
  - III. Actual Operation of Equipment
    - A. Safe Operating Procedures.....20 Hours
    - B. Cutting and Furnishing Fine Subgrade Through  
Manual and Automatic Template Setting .....405 Hours
- Total .....720 Hours**

# BACKHOE/TRACKHOE OPERATOR

DOT NO. 850.683-030

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Operates Backhoe to perform excavation and related work. Machine may be either rubber-tired or track type. Equipment may be used for other miscellaneous tasks. May oil, grease, or otherwise service machine. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Machine in Operation .....	50 Hours
C. Starting and Manipulating Levers for Moving Equipment and Attachments.....	45 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Fueling, Lubricating and Servicing .....	195 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures.....	5 Hours
B. Trenching Operations (For Pipelaying, etc.).....	300 Hours
C. Excavation (For Structures, Footings, etc.).....	300 Hours
D. Special Applications and Functions.....	135 Hours
<b>Total .....</b>	<b>1,040 Hours</b>

# BATCHING PLANT OPERATOR

DOT NO. 570.682-014

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

(Mixer Box Operator): Operates a stationary or portable batching scale that weighs out concrete materials or asphaltic materials. Adjusts scales for required weighs of materials. Operates controls that admit materials separately from storage hoppers to weighing bins. Observes scales or indicators that show when proper amount of materials have been made. Discharges material from weighing bins into truck or other carrier or mixer. He may measure materials by volume instead of weight. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Equipment in Operation.....	35 Hours
C. Adjusting of Scales, Operation of Controls and Weighing.....	50 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Cleaning, Lubricating and Servicing .....	75 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures.....	10 Hours
B. Operating Controls and Scales for Measurement and Discharge of Concrete or Asphaltic Materials into Trucks, Carriers, or Mixer.....	<u>340 Hours</u>
<b>Total .....</b>	<b>520 Hours</b>

# BULLDOZER OPERATOR

DOT NO. 850.683-010

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Operates a large tractor with a concave steel blade or push block mounted in front of the chassis. Equipment is used to level, distribute and push earth. This work is subject 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 height to blade or push block from ground. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Observation
    - A. Safety Procedures ..... 5 Hours
    - B. Observation of Machine in Operation ..... 35 Hours
    - C. Starting and Manipulating Levers for Moving Equipment and Attachments ..... 30 Hours
  - II. Care and Maintenance
    - A. Safety Procedures ..... 5 Hours
    - B. Routine Fueling, Lubricating and Servicing ..... 35 Hours
  - III. Actual Operation of Equipment
    - A. Safe Operating Procedures ..... 5 Hours
    - B. Movement and Stockpiling of Material ..... 150 Hours
    - C. Pushing and Rough Grading ..... 125 Hours
    - D. Clearing and Grubbing ..... 125 Hours
    - E. Finish Grading ..... 175 Hours
    - F. Special Application ..... 30 Hours
- Total ..... 720 Hours**

# CONCRETE PAVING MACHINE OPERATOR DOT NO. 853.663-014

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Operates paving machine. Charges, mixes and discharges concrete. Apportions water and times mixing cycle. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Observation of Machine in Operation .....  | 35 Hours           |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments.....                     | 30 Hours           |
| II. Care and Maintenance  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing .....   | 150 Hours          |
| III. Actual Operation of Equipment  |                    |
| A. Safe Operating Procedures.....   | 5 Hours            |
| B. Regulate Equipment to Mix and Discharge<br>Concrete, Apportion Water and Time Mixer Cycle..... | 120 Hours          |
| B. Operation of Machine .....   | <u>690 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# CONCRETE PAVING FINISHING MACHINE OPERATOR

DOT NO. 853.663-016

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Operates self-propelled machine which travels on concrete paving forms and levels fresh concrete to approximate grade and contour by pushing and pulling two (2) screeds over the surface. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Observation of Machine in Operation .....                                  | 35 Hours           |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments..... | 30 Hours           |
| II. Care and Maintenance  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing .....                           | 150 Hours          |
| III. Actual Operation of Equipment  |                    |
| A. Safe Operating Procedures.....   | 5 Hours            |
| B. Screed Regulation Indoctrination and Operation .....                       | 120 Hours          |
| B. Operation of Machine .....   | <u>690 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# CONCRETE PAVING JOINT MACHINE OPERATOR

DOT NO. 853.663-018

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Operates a machine which cuts grooves for expansion and contraction joints in freshly poured concrete pavement. When cutting expansion joints, places strips of material such as cork, asphalt or steel in joints, or places roll of expansion-joint material on machine that automatically inserts material into joints. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....  | 20 Hours         |
| C. Starting, Stopping and Manipulating Levers for<br>Moving Equipment and Attachments ..... | 15 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing .....   | 35 Hours         |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures.....   | 5 Hours          |
| B. Cutting Grooves for Expansion and Contraction Joints.....                                | 400 Hours        |
| C. Depressing Aggregate at Joint.....   | 35 Hours         |
| <b>Total .....</b>  | <b>520 Hours</b> |

# CONCRETE PAVING SAW OPERATOR

DOT NO. 853.663-019

Approximate training time: 11 Weeks or 440 Hours

## JOB DESCRIPTION

Operates a water-cooled power saw with either a diamond or an abrasive blade to saw expansion and contraction joints in concrete paving. May also be used to saw asphaltic joints in concrete paving. May also be used to saw asphaltic pavements. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Work of Concrete Paving Saw Operator .....	30 Hours
C. Assist Concrete Paving Saw Operator.....	25 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Servicing, Greasing, and Oiling.....	15 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures.....	5 Hours
B. Saw Expansion and Contraction Joints in Concrete Paving.....	255 Hours
C. Saw Asphaltic Pavements .....	<u>100 Hours</u>
<b>Total .....</b>	<b>440 Hours</b>

# CONCRETE PAVING SPREADER OPERATOR

DOT NO. 853.663-020

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Operates a machine to spread and smooth freshly poured concrete surfaces for roads. Moves levers and turns hand wheels to lower attachment that spreads wet concrete within forms. Observes surface of concrete to point out low spots for workers to add concrete. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Observation of Machine in Operation .....                                  | 35 Hours           |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments..... | 30 Hours           |
| II. Care and Maintenance  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing .....                           | 150 Hours          |
| III. Actual Operation of Equipment  |                    |
| A. Safe Operating Procedures.....   | 5 Hours            |
| B. Regulation, Indoctrination & Operation .....                               | 120 Hours          |
| B. Operation of Machine .....   | <u>690 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# CONCRETE PAVER SUBGRADER OPERATOR

DOT NO. 853.663-021

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Operates a machine that fine grades subgrade and prepares the ground for pouring concrete. The machine is equipped with knives or blades to loosen dirt and eject it from subgrade. Starts stops and manipulates levers for moving equipment and attachments, including electronic controls. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....  | 35 Hours         |
| C. Starting, Stopping and Manipulating Levers for Moving Equipment<br>and Attachments, Including Electronic Controls..... | 150 Hours        |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 15 Hours         |
| B. Routine Fueling, Lubricating and Servicing .....   | 40 Hours         |
| C. Adjustment of Control.....   | 50 Hours         |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures.....   | 20 Hours         |
| B. Cutting and Furnishing Fine Subgrade Through Manual or<br>Automatic Template Setting .....                             | <u>405 Hours</u> |
| <b>Total .....</b>  | <b>720 Hours</b> |

# CONSTRUCTION DRAFTSMAN

DOT NO. 005.281-010

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Drafts detailed construction drawings, topographical profiles and related maps and specification sheets used in planning and construction of highways, river and harbor improvements, flood control, drainage, and other civil engineering projects. Computes volume of tonnage of excavations and fills and prepares graphs and hauling diagrams used in earthmoving operations.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Observe the Teaching of Reducing Surveyor's Notes from Field Books ..... | 20 Hours           |
| C. Observe the Teaching of Plotting Surveyor's Notes from Field Books ..... | 20 Hours           |
| II. Care and Maintenance  |                    |
| A. Use of Electronic Calculators or Programmable Computers.....             | 50 Hours           |
| B. Use of Drafting Equipment .....  | 20 Hours           |
| C. Reading Plans (Including Blueprints) to Determine Lines and Grades.....  | 40 Hours           |
| D. Drawing to Scale and Lettering.....                                      | 50 Hours           |
| E. Compute Cross Sections .....   | 50 Hours           |
| III. Actual Operation   |                    |
| A. Reducing Notes from Field Book & Plotting Cross-Sections.....            | 235 Hours          |
| B. Compute Earth Work Volume Using Average End-Area Method.....             | 300 Hours          |
| C. General Drafting .....   | <u>250 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (LESS THAN 1-1/2 C.Y.)

DOT NO. 921.133-011

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Operates boom type equipment to hoist and move materials, raise and lower heavy weights, and performs other related operations. This equipment is used for such work as excavation, pouring concrete, and setting steel that requires close conformance to specifications and is subjected to a strict inspection. Equipment may be used for other miscellaneous tasks for which crane or stick type equipment is required. My include hoist and pile driving operations. May oil, grease, or otherwise service/make adjustments to equipment as necessary. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Observation of Machine in Operation .....                                  | 50 Hours           |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments..... | 45 Hours           |
| II. Care and Maintenance  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing .....                           | 195 Hours          |
| III. Actual Operation of Equipment  |                    |
| A. Safe Operating Procedures.....   | 5 Hours            |
| B. Trenching Operations (For Pipelaying, etc.).....                           | 300 Hours          |
| C. Excavation (for Structures, Footings, etc.).....                           | 300 Hours          |
| D. Special Applications and Function .....                                    | <u>135 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (1-1/2 C.Y. AND OVER)

DOT NO. 921.133-010

Approximate training time: 52 Weeks or 2,080 Hours

## JOB DESCRIPTION

Operates boom type equipment to hoist and move materials, raise and lower heavy weights, and performs other related operations. This equipment is used for such work as excavation, pouring concrete, and setting steel that requires close conformance to specifications and is subjected to a strict inspection. Equipment may be used for other miscellaneous tasks for which crane or stick type equipment is required. May include hoist and pile driving operations. May oil, grease, or otherwise service/make adjustments to equipment as necessary. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 10 Hours           |
| B. Observation of Machine in Operation .....                                  | 50 Hours           |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments..... | 50 Hours           |
| II. Care and Maintenance  |                    |
| A. Safety Procedures .....  | 10 Hours           |
| B. Routine Fueling, Lubricating and Servicing .....                           | 350 Hours          |
| III. Actual Operation of Equipment  |                    |
| A. Safe Operating Procedures.....   | 25 Hours           |
| B. Trenching Operations .....   | 300 Hours          |
| C. Excavation .....   | 300 Hours          |
| D. Special Applications and Functions - General.....                          | 350 Hours          |
| B. Special Applications and Functions - Bridge .....                          | 635 Hours          |
| <b>Total .....</b>  | <b>2,080 Hours</b> |

# CRUSHER FEEDER OPERATOR

DOT NO. 509.686-010

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Operates portable stone crushing plant. Starts and stops plant, regulates feeder, installs and adjusts screens. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Machine in Operation .....	20 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Lubricating, Oiling and Greasing .....	30 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures .....	5 Hours
B. Regulate Feeder, Install and Adjust Screens .....	10 Hours
C. Operation of Conveyors and Crusher Operations .....	50 Hours
D. Operation of Crusher .....	<u>395 Hours</u>
<b>Total .....</b>	<b>520 Hours</b>

# DRILL OPERATOR

DOT NO. 930.382-010

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Operates drilling machine, such as wagon drill, air trac, well driller, etc., for the purpose of drilling rock, shale, or other material. Starts, stops, and services portable air compressor. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....  | 20 Hours         |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments.....           | 25 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing .....                                     | 100 Hours        |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures.....   | 5 Hours          |
| B. Purpose of Various Types of Drills .....   | 5 Hours          |
| C. Fasten Drill, Adjust Drill Angle and Lock into Position, Adjust Speed of Drill ..... | 270 Hours        |
| D. Adjustments to Equipment .....   | 50 Hours         |
| E. Special Applications and Functions.....  | <u>35 Hours</u>  |
| <b>Total .....</b>  | <b>520 Hours</b> |

# FIELD OFFICE CLERK

DOT NO. 219.137-010

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Actual field operation including filing of time reports, ordering parts and materials; preparing project time reports for reports for payroll, including insurance tax and other payroll deductions; and other related field office duties. Although, a minimum amount of typing will be allowed, it is not the intention of this classification to train a clerk typist.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                  |
|--|------------------|
| I. Orientation and Observation   |                  |
| A. Familiarization with Office and Equipment .....   | 5 Hours          |
| B. Telephone Procedures .....  | 5 Hours          |
| C. Basic Office Procedures .....   | 50 Hours         |
| D. Familiarization with Filing and Forms.....  | 10 Hours         |
| II. Equipment Care and Maintenance Records   |                  |
| A. Familiarization with Equipment Maintenance Records .....                                    | 40 Hours         |
| B. Procedures for Purchases of Parts and Materials.....  | 40 Hours         |
| III. Payroll and Timekeeping   |                  |
| A. Familiarization with Timekeeping, Insurance and Tax Procedures<br>and Payroll Records ..... | 40 Hours         |
| B. Familiarization with Preparing and Submitting Records.....                                  | 40 Hours         |
| IV. Actual Field Office Operation  |                  |
| A. Actual Office Operations and Other Related Duties .....                                     | <u>490 Hours</u> |
| <b>Total .....</b>   | <b>720 Hours</b> |

# FIREMAN

DOT NO. 950.382-010

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Hand Stokes, or fires by gas or oil, a portable or semi-portable steam boiler, such as is used on steam shovels, pile drivers, cranes, dredges, hoisting equipment, and asphalt plants. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation in Operation.....  | 30 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Lubricating and Servicing .....  | 30 Hours         |
| III. Actual Operation   |                  |
| A. Operates Gas, Coal or Oil Fired Burner and/or Asphalt Plant<br>Burner or Dryer ..... | 305 Hours        |
| B. Unloads Tank Cars and Tank Trucks .....  | 100 Hours        |
| C. Oversees Operation of Mechanical Procedures Pertaining to this Operation .....       | <u>45 Hours</u>  |
| <b>Total .....</b>  | <b>520 Hours</b> |

# FORM BUILDER (STRUCTURES)

DOT NO. 860.381-046

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Constructs built-in-place or prefabricated forms according to specifications, for molding concrete structures. Studies blueprints and diagrams to determine type and dimension of forms to be constructed. Erects forms on construction site according to specifications. Inserts spreaders and tie rods between opposite faces of forms to maintain specified dimensions. May work with power tools. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                    |
|--|--------------------|
| I. Orientation and Safe Use of Tools of the Trade                  |                    |
| A. Power and Hand Tools .....                                      | 20 Hours           |
| B. Materials Selections.....                                       | 20 Hours           |
| II. Applied Techniques of Highway Construction Carpentry           |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Pier, Pile and Cap Framework.....                               | 145 Hours          |
| C. Decking Formwork .....  | 150 Hours          |
| D. Parapet and Hand Railing Formwork .....                         | 150 Hours          |
| E. Endwall Formwork .....  | 150 Hours          |
| F. Box Culverts, Inlets, and Headwall Formwork.....                | 150 Hours          |
| III. Blueprint or Construction Plans Reading and Application ..... | 50 Hours           |
| IV. Basic Form Design Familiarity .....                            | 95 Hours           |
| A. Safety Procedures .....   | 5 Hours            |
| V. Stripping and Salvage of Forms Re-use.....                      | 95 Hours           |
| A. Safety Procedures .....   | 5 Hours            |
| <b>Total .....</b>   | <b>1,040 Hours</b> |

# FORM SETTER

DOT NO. 869.131-014

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Fits together, aligns and sets to grade metal and wooden forms for holding concrete in place until it hardens. May use hammer, saw, square, level and such fastening devices as may be required. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I.	Orientation and Observation	
	A. Safety Procedures .....	5 Hours
	B. Observation of Placing of Forms .....	20 Hours
	C. Observation of Form Stripping and Setting of Precast Concrete.....	30 Hours
II.	Care and Maintenance	
	A. Safety Procedures .....	5 Hours
	B. Help Strip Forms and Clean Work Area .....	25 Hours
III.	Actual Operation of Form Setting	
	A. Safe Operating Procedures.....	5 Hours
	B. Hold and Help Align Forms. Drive Stakes for Braces and Help Erect Scaffolding .....	150 Hours
	C. Observe and Assist in Setting Precast Concrete.....	50 Hours
	D. Measures Space between Forms, Fits together, Lines, Plumbs Vertically, Sets to Elevation.....	200 Hours
	E. Checks Forms while Concrete is being Poured .....	230 Hours
	<b>Total .....</b>	<b>720 Hours</b>

# FRONT END LOADER OPERATOR

DOT NO. 921.683-042

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Operates a rubber-tired or crawler type tractor with an attached bucket on front end. Moves levers to raise, lower, and dump contents of bucket. Machine is used to load materials from stockpiles, excavation, charging batch plants, loading trucks. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....                                  | 30 Hours         |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments..... | 35 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing .....                           | 35 Hours         |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures.....   | 5 Hours          |
| B. Loading Materials.....   | 250 Hours        |
| C. Excavation .....   | 200 Hours        |
| D. Charge Hoppers with Materials on Asphalt/Concrete Plants.....              | 80 Hours         |
| E. Special Applications.....  | 75 Hours         |
| <b>Total .....</b>  | <b>720 Hours</b> |

# GRADE CHECKER

DOT NO. 850.467-010

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Sets grade stakes to guide earth moving equipment operators in sloping highways and fill embankments, using measuring instruments and hand tools: Reads survey stakes along highway right-of-way to determine grade specifications for embankment. Observes excavating activities to verify conformance to stake references and notified equipment operators or supervisor of deviations.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation                                    |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Placing Grade Pins and Line.....                | 20 Hours         |
| C. Observation of Setting and Checking Grade .....                | 25 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Helping Set Grade Pins and Lines .....                         | 25 Hours         |
| III. Actual Operation of Setting and Checking Grade               |                  |
| A. Safe Operating Procedures.....                                 | 5 Hours          |
| B. Setting and Driving Pins and Braces in Place.....              | 100 Hours        |
| C. Observe and Assist in Setting Grade .....                      | 200 Hours        |
| D. Check Grade and Lines before and after Grading Operations..... | <u>135 Hours</u> |
| <b>Total .....</b>  | <b>520 Hours</b> |

# GUARD RAIL ERECTOR

DOT NO. 869.684-022

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Aligns posts using string line, verifies vertical alignment with spirit level; installs posts with post driver or auger equipment; attaches guardrail to posts assuring the position and alignment of posts and rail is to required measurements and tolerances according to specifications. Knows the various approved guardrail applications and end anchors and the correct installation procedures of each as per specifications. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Observation
    - A. Safety Procedures .....10 Hours
    - B. Observation of Procedures and Equipment in Operation .....20 Hours
    - C. Starting Machinery and Manipulating Equipment and Controls.....20 Hours
  - II. Care and Maintenance
    - A. Safety Procedures .....10 Hours
    - B. Routine Fueling, Lubricating and Servicing.....30 Hours
  - III. Actual functions of Guard Rail Erection
    - A. Safety Procedures .....10 Hours
    - B. Incidental Concrete Pouring and Post Setting.....30 Hours
    - C. Post Hole Digging and Post Driving Equipment Operation.....130 Hours
    - D. Guard Rail Attachment, Painting and Finishing.....130 Hours
    - E. End Anchor Attachment and Finishing.....130 Hours
- Total ..... 520 Hours**

# HIGHWAY OR BRIDGE CARPENTER

DOT NO. 860.381-030

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Lays out work from plans or sketch. Builds wooden structures, such as: concrete form, false work, pouring chute, scaffold, etc. Builds in place to line and grade, or prefabricates in units to be erected later, forms for bridge, drainage structure, wall, etc. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                    |
|--|--------------------|
| I. Orientation to Highway Construction Company           |                    |
| A. Power and Hand Tools .....                            | 20 Hours           |
| B. Materials Section.....                                | 20 Hours           |
| C. Plan Reading and Form Design.....                     | 100 Hours          |
| II. Applied Techniques of Highway Construction Carpentry |                    |
| A. Safety Procedures .....                               | 25 Hours           |
| B. Bridge Formwork .....                                 | 630 Hours          |
| C. Box Culverts, Inlets, and Headway Carpentry.....      | 150 Hours          |
| D. Stripping and Salvage of Forms for Re-Use.....        | <u>95 Hours</u>    |
| <b>Total .....</b>                                       | <b>1,040 Hours</b> |

# HIGHWAY OR BRIDGE CONCRETE FINISHER

DOT NO. 853.663-010

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Finishes wet surfaces to grade with hand tools, float, trowel, screed template and straight edge on all types of concrete work requiring a fine finish. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                    |
|--|--------------------|
| I. Orientation and Observation   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Observation of Use of Straight Edges, Floats and Steel Trowels .....  | 25 Hours           |
| C. Observation of Forming a Finishing of Edges and Joints .....  | 25 Hours           |
| D. Observation of Use of Concrete Finishing Machine .....  | 15 Hours           |
| II. Care and Maintenance   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Routine Cleaning Work Area and Materials, Holding Materials, Tools and<br>Handling Canvas Belting or Burlap Strips..... | 195 Hours          |
| C. Routine Fueling, Lubricating and Servicing .....  | 50 Hours           |
| III. Actual Operation of Equipment   |                    |
| A. Safe Operating Procedures.....  | 10 Hours           |
| B. Basic Operation of Tools.....   | 200 Hours          |
| C. Forming and Finishing Edges, Joints, Curbs, Gutters, Paving and Structures .....  | 310 Hours          |
| D. Operation of Trowels, Straight Edges, Floats or Finishing Machine.....  | <u>200 Hours</u>   |
| <b>Total .....</b>   | <b>1,040 Hours</b> |

# HIGHWAY OR BRIDGE IRONWORKER, REINFORCING

DOT NO. 801.684-026

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Reads plans. Places and ties reinforcing steel in forms. Sets rods in place, spaces and wires reinforcing rods. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                  |
|--|------------------|
| I. Orientation and Observation             |                  |
| A. Safety Procedures .....                 | 5 Hours          |
| B. Observation of Operation.....           | 15 Hours         |
| II. Layout and Plan Reading .....          | 35 Hours         |
| III. Actual Operation of Reinforcing       |                  |
| A. Places Reinforcing Steel in Form .....  | 100 Hours        |
| B. Ties Reinforcing Steel in Form.....     | 250 Hours        |
| C. Sets Rods in Place .....                | 90 Hours         |
| D. Spaces and Wires Reinforcing Rods ..... | <u>225 Hours</u> |
| <b>Total .....</b>                         | <b>720 Hours</b> |

# HIGHWAY OR BRIDGE IRONWORKER, REINFORCING FOREMAN

DOT NO. 801.684-025

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Supervises crew to include recruitment, training and direct supervision. Also, includes responsibility for coordinating work with regard to inspection, material supply and equipment required. Keeps personnel records to include payroll time record and administers company personnel policy.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Observation
    - A. Understanding the Function of the Job .....20 Hours
    - B. Understanding Company Timekeeping and Payroll Procedures.....5 Hours
    - C. Understanding Company EEO Policy .....5 Hours
    - D. Understanding Company Safety Policy .....30 Hours
    - E. Supervisory Instruction .....100 Hours
  - II. Advanced Blueprint or Construction Plan Reading .....50 Hours
  - III. Applied Techniques of Bridge Construction
    - A. Pier and Abutment Formwork .....40 Hours
    - B. Decking Formwork .....40 Hours
    - C. Concrete Placing, Finishing, and Curling .....30 Hours
    - D. Assembling, Placing, and Tiring Reinforcing Steel.....150 hours
    - E. Care and Material of Jobsite Security .....30 Hours
    - F. Equipment Supervision and Maintenance.....30 Hours
  - IV. Assistant Foreman Duties
    - A. Supervision of a Crew in each of the Major Applied Areas. Trainee will be checked  
By both his Foreman and his Job Superintendent.....510 Hours
- Total ..... 1,040 Hours**

# HIGHWAY OR BRIDGE IRONWORKER, STRUCTURAL

DOT NO. 801.684-027

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Positions and secures steel bars in concrete forms to reinforce concrete: Determines number, sizes, shapes, and locations of reinforcing rods from blueprints, sketches, or oral instructions. Reads, plans, rigs, assembles and erects structural member. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation                      |                    |
| A. Safety Procedures .....                          | 5 Hours            |
| B. Observation of Operation.....                    | 40 Hours           |
| C. Plan Reading .....                               | 40 Hours           |
| II. Care and Maintenance                            |                    |
| A. Safety Procedures .....                          | 10 Hours           |
| B. Care and Maintenance of Tools and Equipment..... | 80 Hours           |
| III. Actual Iron Work                               |                    |
| A. Safety Procedures .....                          | 15 Hours           |
| B. Rigging Structural Member .....                  | 150 Hours          |
| C. Assembling Structural Member.....                | 300 Hours          |
| D. Erection of Structural Member .....              | <u>400 Hours</u>   |
| <b>Total .....</b>                                  | <b>1,040 Hours</b> |

# HIGHWAY OR BRIDGE PAINTER

DOT NO. 840.381-010

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Prepares and smoothes surfaces to be painted using appropriate method such as wire brushing or sand blasting. Selects premixed paints, or mixes required portions of pigment, oil, thinning and drying substances, etc., to prepare paint to meet required specifications. Erects scaffolding or sets up ladders to perform tasks above ground level. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Operation.....	15 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Care and Maintenance of Tools.....	10 Hours
III. Actual Painting Operation	
A. Paint Guard Rails, Fence, Sign Posts, Signs, etc. with Brush, Roller, or Spray or Paints cables and Structural Steel Framework of Bridges and other Portions of Structures requiring Painting, using either Brush, Roller, or Spray .....	<u>485 Hours</u>
<b>Total .....</b>	<b>520 Hours</b>

# LANDSCAPE WORKER

DOT NO. 182.167-014

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Prepares seed beds. Excavates for plants, shrubs and trees; applies fertilizer and mulch. Plants trees, shrubs, vines, etc. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| *B. Observation of Procedures and Equipment in Operation .....        | 40 Hours         |
| C. Starting Machinery and Manipulating Equipment and Controls.....    | 40 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 10 Hours         |
| B. Routine Fueling, Lubricating and Servicing.....                    | 40 Hours         |
| III. Actual Functions and Machine Operations                          |                  |
| A. Safety Procedures .....  | 10 Hours         |
| *B. Site Preparation Activity .....                                   | 100 Hours        |
| C. Adjustment and Operation of Required Machinery and Equipment ..... | 200 Hours        |
| D. Site Completion Activity .....                                     | <u>75 Hours</u>  |
| <b>Total .....</b>  | <b>520 Hours</b> |

\*Reading and understanding requirements of landscape site plans and materials as part of basic capability which could allow functioning as future lead man.

# MASON STRUCTURE

DOT NO. 861.381-018

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Lays out work from plans. Sets up template and guidelines. Lays brick, concrete block, tile, or other materials in the construction of manhole, catch basin, drop inlet, sidewalk, retaining wall and other incidental structures. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Use of Tools of the Trade	
A. Safety Procedures .....	5 Hours
B. Setting Up Template and Guidelines.....	10 Hours
C. Use of Hand Rowels, Straight Edge and Hand Level.....	20 Hours
D. Use of Materials, including Brick, Concrete Block, Tile, Mortar Mixer and Other Materials .....	40 Hours
II. Applies Techniques of Structural Masonry	
A. Safety Procedures .....	10 Hours
B. Excavations.....	25 Hours
C. Manholes, Catch Basins, Drop Inlets .....	375 Hours
D. Sideways, Retaining Walls, Revetments .....	200 Hours
E. Miscellaneous Structures.....	200 Hours
III. Blueprint or Construction Plan Reading & Application.....	50 Hours
IV. Checking and Inspection	
A. Safety Procedures .....	5 Hours
B. Conformity with Specifications and Plans.....	<u>100 Hours</u>
<b>Total .....</b>	<b>1,040 Hours</b>

# MATERIAL REMIXING DEVICE (Material Transfer Vehicle Operator)

DOT NO.

Approximate training time: 15 Weeks or 600 Hours

## JOB DESCRIPTION

Drives material transfer machine to convey plant mix material from the hauling truck to the paver in construction of highways, street, and runways. Moves levers, de-presses pedals, turns hand-wheels, and pushes throttle to control and guide machine to provide a continuous uninterrupted flow of plant mix material to the paver. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation                      |                  |
| A. Safety Procedures .....                          | 5 Hours          |
| B. Observation of Machine in Operation .....        | 35 Hours         |
| II. Care and Maintenance                            |                  |
| A. Safety Procedures .....                          | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing ..... | 25 Hours         |
| III. Actual Operation of Equipment                  |                  |
| A. Safe Operating Procedures .....                  | 5 Hours          |
| B. Provide Continuous Flow of Mix to Pavers .....   | <u>525 Hours</u> |
| <b>Total .....</b>                                  | <b>600 Hours</b> |

# MIXER OPERATOR

DOT NO. 579.665-014

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Operates large or small, portable or stationary, concrete mixing machine to mix sand, Gravel, cement and water to make concrete. Starts power unit and oversees the loading of proper proportions of materials into the skip and manipulates levers that control feeding of materials into mixing drum. Starts drum rotating to mix materials; manipulates lever to discharge concrete from drum, either by tilting drum forward or by opening a discharge chute. Rinses drum with water to remove adhering concrete. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                    |
|--|--------------------|
| I. Orientation and Observation   |                    |
| A. Safety Procedures .....   | 10 Hours           |
| B. Observation of Plant in Operation .....                               | 40 Hours           |
| C. Starting and Manipulating Levers for Dry Batching of Aggregates ..... | 40 Hours           |
| II. Care and Maintenance   |                    |
| A. Safety Procedures .....   | 20 Hours           |
| B. Routine Fueling, Lubricating and Servicing .....                      | 160 Hours          |
| III. Actual Operation of Equipment                                       |                    |
| A. Safe Operating Procedures .....                                       | 20 Hours           |
| B. Batching, Mixing, and Dropping Mixes per Individual Mix Design .....  | 160 Hours          |
| C. Operation of Plant .....  | <u>590 Hours</u>   |
| <b>Total .....</b>   | <b>1,040 Hours</b> |

# MOTOR GRADER OPERATOR

DOT NO. 850.663-022

Approximate training time: 26weeks or 1,040 Hours

## JOB DESCRIPTION

Rides in control cab of motor grader, moves levers, hand wheels to guide machine, and regulates the scraper blade. Blade is mounted on a carrying and turning circle at the front of the machine. Equipment is used to level dirt to grade and lay asphalt and flexible base materials. This work is subjected to a strict inspection and must conform closely to specifications. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                    |
|--|--------------------|
| I. Orientation and Observation   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Observation of Machine in Operation .....                                   | 100 Hours          |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments ..... | 95 Hours           |
| II. Care and Maintenance   |                    |
| A. Safety Procedures .....   | 5 Hours            |
| B. Routine Fueling, Lubricating and Servicing .....                            | 35 Hours           |
| III. Actual Operation of Equipment   |                    |
| A. Safety Operating Procedures .....   | 5 Hours            |
| B. Scraping and Leveling Dirt on Roadway .....                                 | 180 Hours          |
| C. Spreading and Mixing Materials on Roadway .....                             | 170 Hours          |
| D. Shaping and Blading Subgrades.....  | 150 Hours          |
| E. Balancing and Rough Shaping Base Course Materials.....                      | 150 Hours          |
| F. Fine Grading and Dressing of Shoulders and Slopes .....                     | 145 Hours          |
| <b>Total.....</b>  | <b>1,040 Hours</b> |

# MULCHER OPERATOR

DOT NO. 407.884-010

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Operates mulching machine for the placement of mulched materials, feeding proper amount of materials used in mulching; operates gun for distribution; feeds machine as required and performs related duties. Services machine and makes necessary adjustments as needed. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....  | 30 Hours         |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments.....         | 25 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing .....                                   | 35 Hours         |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures.....   | 5 Hours          |
| B. Adjustment and Operation of Machine and Distribution of<br>Mulching Material ..... | <u>415 Hours</u> |
| <b>Total .....</b>  | <b>520 Hours</b> |

# OILER

DOT NO. 699.687-018

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

A serviceman who lubricates the moving parts of wearing surfaces of mechanical equipment, changes oil, greases, and filters; refuels equipment. Uses grease guns to force grease into bearings. Packs grease cups by hand. Makes minor adjustments on miscellaneous drive chains and clutches. Keeps machines and equipment clean. Often drives a truck which carries the various fuels, oils and greases. May frequently perform duties of a Swamper. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |  |                  |
|--|------------------|
| I. Orientation and Safe Use of Tools of the Trade  |                  |
| A. Lubrication Requirement of Mechanical Equipment .....                                       | 10 Hours         |
| B. Material Selection .....  | 10 Hours         |
| II. Applies techniques of the Oiler  |                  |
| A. Safety Procedures .....   | 5 Hours          |
| B. Equipment Characteristics and Lubrication Points .....                                      | 20 Hours         |
| C. Oil Changes, Filter Changes, Grease Guns, Hard Packing of Grease,<br>Greasing Bearing ..... | 225 Hours        |
| D. Minor Adjustments to Drive Chains and Clutches.....   | 105 Hours        |
| III. Shop and Field Practice.....  | 30 Hours         |
| IV. Equipment Operation and Operation of Oil, Grease, and Fuel Service Truck.....              | 105 Hours        |
| A. Safety Procedures .....   | 10 Hours         |
| <b>Total .....</b>   | <b>520 Hours</b> |

# PILE DRIVER OPERATOR

DOT NO. 859.682-018

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Unloads and handles wood, metal, sheet piling, steel h-beam, concrete or pipe. Fastens them to cable of winch or pile driver, shifts timber piles with cant hook, unloads and stacks piling, cleans and points pile with ax or shovel, rigs pile driving equipment, signals pile rig and guides pile and leads to point pile is driven, aligns and plumbs pile using tape and level during driving; splices piles before, during and after driving, operates steam or air valves for pile hammer, may operate jetting equipment. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Observation
    - A. Safety Procedures .....5 Hours
    - B. Observation of Machine in Operation.....50 Hours
    - C. Starting and Manipulating Levers for Moving Equipment and Attachments.....45 Hours
  - II. Care and Maintenance
    - A. Safety Procedures .....5 Hours
    - B. Routine Fueling, Lubricating and Servicing.....345 Hours
  - III. Actual Operation of Equipment
    - A. Safe Operating Procedures.....10 Hours
    - B. Basic Operation of Crane or Pile Driving Rig in Hoisting and Moving .....200 Hours
    - C. Placement of Pile in Preparation for Driving.....140 Hours
    - D. Seating of Pile Hammer on Pile in Preparation for Driving.....140 Hours
    - E. Driving of Pile.....100 Hours
- Total ..... 1,040 Hours**

# PILE DRIVING FOREMAN

DOT NO. 859.137-014

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Supervises and coordinates activities of workers engaged in driving pilings into the ground to provide foundations for structures. Directs workers engaged in operating machines to drive metal concrete/wood piling and metal/wood sheets. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Learn to each Safety Procedures .....                                | 25 Hours           |
| B. Observe the Teaching of Setting Grades from Engineering Stakes ..... | 25 Hours           |
| C. Become Able to Teach Pile Driving.....                               | 100 Hours          |
| D. Learn to Maintain Record for Office .....                            | 25 Hours           |
| II. Learning of Applied Techniques                                      |                    |
| A. Recruit, Orient, Handle People.....                                  | 30 Hours           |
| B. Blueprint and Construction Plan Reading.....                         | 50 Hours           |
| C. Apply the Engineer's Directions to Piling.....                       | 50 Hours           |
| D. Direct Reading Grades from Engineer's Stakes .....                   | 50 Hours           |
| E. Supervise Pile Setting.....  | 50 Hours           |
| III. Driving Direction for Actual Operations                            |                    |
| A. Safety Procedures .....  | 25 Hours           |
| B. Direct Handling of Pile.....   | 50 Hours           |
| C. Direct Pick-up, Guiding and Seating of Pile for Driving .....        | 60 Hours           |
| D. Direct Rigging Leads, Hammer, and Jet.....                           | 150 Hours          |
| E. Direct Signaling and Guiding Pile and Leads to Pint of Driving.....  | 100 Hours          |
| F. Direct Aligning and Plumbing Pile.....                               | 100 Hours          |
| G. Direct Cutting Off, Splicing, and Realigning Pile .....              | 50 Hours           |
| H. Direct the Setting Up and Operation of Pile Driving Equipment.....   | 100 Hours          |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# PIPE LAYER

Approximate training time: 13 Weeks or 520 Hours

DOT NO. 869.664-014

## JOB DESCRIPTION

Lays glazed or unglazed clay, concrete, steel or cast-iron pipe to form water lines, sanitary or storm sewers and drains; lays underground telephone and electrical duct. May smooth bottom of trench to proper elevation by scooping with a shovel; receives pipe lowered from top of trench; inserts spigot end of pipe into bell end of last laid pipe; adjusts pipe to line and grade, caulks of pipe into bell end of last laid pipe; adjusts pipe to line and grade, caulks joint with oakum or yarn and seals joint with cement or other sealing compound; may connect threaded or flanged joint pipe, may assemble and place corrugated metal pipe. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Observation
    - A. Safety Procedures .....5 Hours
    - B. Observation of Spade Operation and Laying of Pipe.....20 Hours
    - C. Study of Various Types of Pipe and Related Materials.....5 Hours
  - II. Care and Maintenance
    - A. Safety Procedures .....5 Hours
    - B. Ditch Preparation, Handles Materials and Tools.....20 Hours
  - III. Actual Handling of Pipe and Spade
    - A. Ditch Grading with Compressed Air Driven or Hand Spade.....50 Hours
    - B. Handle Materials, Assist in Lowering Pipe .....50 Hours
    - C. Works with Pipe Layer in Laying all Types of Pipe and Duct. Adjusts Pipe To Elevation, Inspects Spigot End of Pipe into Bell End of Last Laid Pipe .....365 Hours
- Total ..... 520 Hours**

# POWDERMAN

DOT NO. 859.281-010

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Tends to the placement of wires, detonators, and explosives, along with trampling, and discharging of these explosives. Also responsible for the proper storage, transporting, placing and discharging of explosives.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                    |
|---|--------------------|
| I. Orientation and Observation  |                    |
| A. Safety Procedures .....  | 5 Hours            |
| B. Observation of Work of Powderman.....  | 50 Hours           |
| C. Assist Powderman by Carrying Explosives, Placing in Holes, Connecting<br>Lead Wire ..... | 45 Hours           |
| II. Applied Techniques of Powderman   |                    |
| A. Safety Procedures .....  | 15 Hours           |
| B. Storage, Transporting, Placing and Discharging of Explosives .....                       | 335 Hours          |
| III. Actual Blasting Operations   |                    |
| A. Safe Operating Procedures.....   | 25 Hours           |
| B. Use of Detonators and Explosives.....  | 100 Hours          |
| C. Storage, Movement and Placing of Employee.....   | 300 Hours          |
| D. Placing Wires, Detonators, and Explosives, Tampling and Discharging .....                | <u>165 Hours</u>   |
| <b>Total .....</b>  | <b>1,040 Hours</b> |

# PUMPCRETE OPERATOR

DOT NO. 849.665-010

Approximate training time: 19 Weeks or 750 Hours

## JOB DESCRIPTION

Tends one or more machines that pump concrete, grout or dry mixtures of sand and cement through hoses to fill forms and crevices or to coat surfaces: Positions hose or temporary pipeline and snaps couplings together.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....  | 20 Hours         |
| C. Starting, Stopping and Manipulating Valves .....   | 30 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing .....   | 150 Hours        |
| C. Adjustment of Controls .....   | 50 Hours         |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures .....  | 10 Hours         |
| B. On-the-Job Operation of Pneumatic Hammer Equipped with Drills to Cut<br>Through Rigid Pavement ..... | 150 Hours        |
| C. On-the-Job Operation of Discharge Pipe Nozzles .....   | <u>330 Hours</u> |
| <b>Total .....</b>  | <b>750 Hours</b> |

# ROADBED MIXER OPERATOR

DOT NO. 859.683-026

Approximate training time: 19 Weeks or 750 Hours

## JOB DESCRIPTION

Drivers and operators machine that mixes waterproofing and binding material with soil to stabilize for road surfaces. Pushes levers and turns wheels to set depth of scoop and rotary blades that pick up and pulverize soil. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5Hours
B. Observation of Machine in Operation .....	35 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Fueling, Lubricating and Servicing .....	45 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures.....	5 Hours
B. Pulverizing Asphalt Pavement.....	300 Hours
C. Pulverizing and Mixing of Sub-base.....	<u>355 Hours</u>
<b>Total .....</b>	<b>750 Hours</b>

# ROLLER OPERATOR (BASE COURSE / EMBANKMENT)

DOT NO. 859.683-031

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Operates self-propelled steel wheeled, rubber tired, sheep foot, vibrator, segmented, or other type roller to compact earth, subgrade, sub-base, shoulder materials, or stone cover on surface treatment. Also, may operate final rolling on asphalt surfaces, including final rolling on asphalt concrete. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation                              |                  |
| A. Safety Procedures .....                                  | 5 Hours          |
| B. Observation of Machine in Operation .....                | 30 Hours         |
| II. Care and Maintenance                                    |                  |
| A. Safety Procedures .....                                  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing .....         | 25 Hours         |
| III. Actual Operation of Equipment                          |                  |
| A. Safe Operating Procedures .....                          | 5 Hours          |
| B. Rolls Base and/or Embankment to Desired Compaction ..... | <u>450 Hours</u> |
| <b>Total .....</b>  | <b>520 Hours</b> |

# SCRAPER-PAN OPERATOR

DOT NO. 850.683-038

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Operates self-propelled rubber or tractor drawn unit known as scraper, pan, etc., to excavate, transport and deposit materials moved in normal grading operations. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....                                  | 20 Hours         |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments..... | 15 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing .....                           | 35 Hours         |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures.....   | 5 Hours          |
| B. Loading.....   | 150 Hours        |
| C. Spreading Material.....  | 150 Hours        |
| D. Rough Roadway Grading.....   | 70 Hours         |
| E. Compaction of Embankment .....   | <u>65 Hours</u>  |
| <b>Total .....</b>  | <b>520 Hours</b> |

# STABILIZER OPERATOR

DOT NO. 859.683-026

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Operates self-propelled rubber tired or crawler type equipment to mix and spread road materials with cement, asphalt, lime, fly ash, etc. May oil, grease service and make normal operating adjustments to equipment. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	5 Hours
B. Observation of Machine in Operation .....	35 Hours
C. Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments .....	30 Hours
II. Care and Maintenance	
A. Safety Procedures .....	5 Hours
B. Routine Fueling, Lubricating and Servicing .....	35 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures .....	5 Hours
B. Loading with Cement, Asphalt, Lime Fly Ash, Etc. ....	150 Hours
C. Mixing and Spreading Stabilizing Materials on Sub-Base or Base .....	<u>455 Hours</u>
<b>Total .....</b>	<b>720 Hours</b>

# TRACTOR OPERATOR

DOT NO. 929.683-014

Approximate training time: 13 Weeks or 520 Hours

## JOB DESCRIPTION

Operates a gasoline or diesel powered crawler tread or rubber tired tractor to haul heavier implements such as large root plows, heavy sheep's foot rollers, large pneumatic rollers, water tanks, trailers, etc. Used in heavy ground clearing operations. Uses miscellaneous attachments such as post hole digger. May oil, grease, service, and make normal operating adjustments. May perform other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- |   |                  |
|---|------------------|
| I. Orientation and Observation  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Observation of Machine in Operation .....                                  | 30 Hours         |
| C. Starting and Manipulating Levers for Moving Equipment and Attachments..... | 25 Hours         |
| II. Care and Maintenance  |                  |
| A. Safety Procedures .....  | 5 Hours          |
| B. Routine Fueling, Lubricating and Servicing.....                            | 35 Hours         |
| III. Actual Operation of Equipment  |                  |
| A. Safe Operating Procedures.....   | 5 Hours          |
| B. Pushing Other Equipment to Aid in Loading or Unloading Operations .....    | 150 Hours        |
| C. Pulling Compaction and Mixing Implements .....                             | 150 Hours        |
| D. Ground Clearing Assistance .....   | <u>115 Hours</u> |
| <b>Total .....</b>  | <b>520 Hours</b> |

# TRAFFIC CONTROL SPECIALIST

DOTNO. 372.667-022

Approximate training time: 18 weeks or 720 Hours

## JOB DESCRIPTION

Controls movement of traffic through construction projects; discusses traffic control plans, type and location of control points with superior. Distributes traffic control signs, and markers along site in designated patterns. Warns construction workers when approaching vehicles fail to heed signals.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Observation
    - A. Safety Procedures ..... 10 Hours
    - B. Learns and Fully Understands the Basic Functions and Requirements of the Position ..... 20 Hours
    - C. Becomes Familiar with Applicable Regulations and/or Policies. Learns and Understands Basic Functions and Requirements of the Position ..... 20 Hours
  - II. Applied Techniques
    - A. Develops and Maintains Suitable Liaison with Project Superintendent, Project Engineer, Develops and Maintains Ways and Means of Controlling on a Daily Basis ..... 150 Hours
    - B. Sees that Adequate Supplies are On Hand to Meet Required Needs..... 20 Hours
    - C. With Helper, Sees to the Proper Erection, Placement, etc of Required Traffic Control Materials on a Daily Basis. Also, Responsible for Removal of such Material at the end of the Workday. Sees the Flag Persons are Properly Trained and Placed on the Job where they will be most effective..... 300 Hours
    - D. Stays Abreast of any changes which come about during the workday and take necessary steps to effect Suitable Control Procedures ..... 200 Hours
- Total..... 720 Hours**

# TRUCK DRIVER

DOT NO. 905.683-010

Approximate training time: 18 Weeks or 720 Hours

## JOB DESCRIPTION

Drives truck for transporting construction material. May have various kinds of beds attached, such as dump, flat bed, water tank, etc., (includes pickup, water, wagon, service truck, hoist truck, etc. May pull semi-trailer. Operates heavy duty off-road or rock moving equipment, such as, but not limited to, Koehring Dumpster, Euclid, either back or bottom dump, International) Payhauler, etc. May oil, grease, service and make normal operating adjustments to equipment.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	10 Hours
B. Observation of Vehicle in Operation .....	50 Hours
C. Starting and Manipulating Vehicle.....	40 Hours
II. Care and Maintenance	
A. Safety Procedures .....	10 Hours
B. Routine Fueling, Lubricating and Servicing.....	20 Hours
III. Actual Operation of Equipment	
A. Safe Operating Procedures.....	10 Hours
B. Loading and Unloading Materials and Operation of Vehicle.....	<u>580 Hours</u>
<b>Total .....</b>	<b>720 Hours</b>

# WEIGHMAN (TRUCK SCALES)

DOT NO. 222.367-066

Approximate training time: 5 3/4 Weeks or 230 Hours

## JOB DESCRIPTION

Weighs materials in trucks or other vehicles prior to delivery. Records net and gross weight, truck number, and kind of materials. May weigh empty trucks on the truck scale in order to compute net weight. May issue weight tickets on certain types of scale equipment. Job is clerical in nature. Performs other related duties.

## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

I. Orientation and Observation	
A. Safety Procedures .....	10 Hours
B. Observation of Weighing Trucks .....	20 Hours
C. Observation of Ticket Writing .....	20 Hours
II. Applied Techniques of the Trade	
A. Correct Operating Procedure.....	20 Hours
B. Ticket Writing and Recapping Tonnage Reports.....	40 Hours
C. Proper Reporting of Tonnage by Type and Weight .....	40 Hours
III. Actual Operation of Scales	
A. Weighing Trucks, Writing Tickets, Recapping Tonnage Run.....	<u>80 Hours</u>
<b>Total .....</b>	<b>230 Hours</b>

# WELDER

DOT NO. 810.834-014

Approximate training time: 26 Weeks or 1,040 Hours

## JOB DESCRIPTION

Is capable of operating one or both electric welding apparatus and acetylene welding apparatus. Fuses metal parts together, using either arc welding process or oxyace-tylene method. Cuts, lays out, fits, and welds, sheet metal, cast iron, and other metal or alloyed metal parts to fabricate or repair equipment. Welds together the joints between lengths of pipe for oil, gas, or other types of pipelines. Performs other related duties.

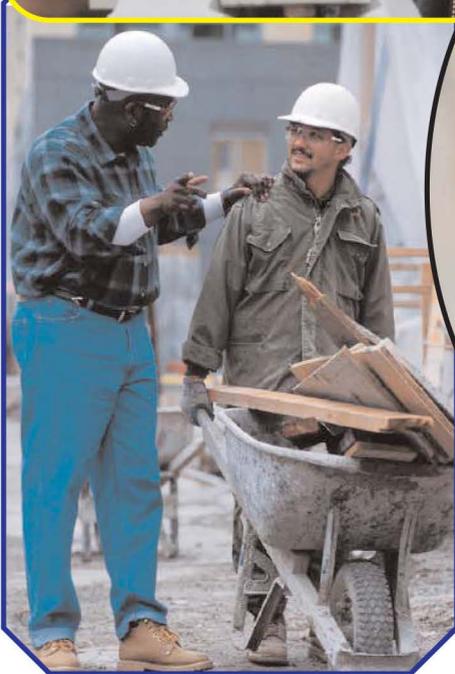
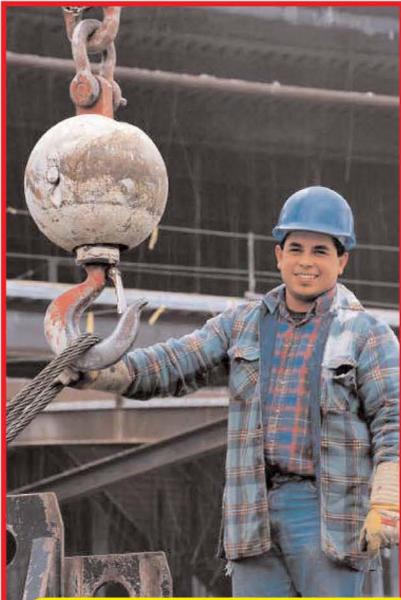
## WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (1/2) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (3/4) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

## TRAINING BREAKDOWN

- I. Orientation and Safe Use of Tools of the Trade
    - A. Safety Procedures .....5 Hours
    - B. Welding Equipment .....20 Hours
    - C. Material Selection .....20 Hours
    - D. Observation of Welder.....20 Hours
  - II. Applied Techniques of Welding
    - A. Safety Procedures .....5 Hours
    - B. Acetylene - Cutting, Brazing and Welding .....300 Hours
    - C. Electric - Cutting and Welding .....300 Hours
  - III. Actual Welding Operation
    - A. Safe Operating Procedures.....5 Hours
    - B. Cut, Layout, Fit and Weld Sheet Metal Cast Iron and other Metal Parts .....185 Hours
    - C. Fabricate and Repair Equipment.....180 Hours
- Total ..... 1,040 Hours**



# A P P E N D I C E S

# **Appendix 1**

## **OJT INITIAL TRAINING PLAN APPROVAL FORM (SEE ATTACHMENT) FILLABLE FORM**



**Appendix 2**  
**Request for**  
**Authorization of**  
**Additional**  
**Classification and**  
**Rate**

**(SEE ATTACHMENT)**  
**FILLABLE FORM**

**REQUEST FOR AUTHORIZATION OF  
ADDITIONAL CLASSIFICATION AND RATE**

CHECK APPROPRIATE BOX  
SERVICE CONTRACT  
CONSTRUCTION CONTRACT

FORM APPROVED OMB NUMBER  
**9000 - 0089**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), office of Federal Acquisition Policy, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0089), Washington, DC 20503

**NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER**

<b>1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210</b>	<b>2. FROM (REPORTING OFFICE): JOE H. LISTER, JR., P.E., STATE OFFICE ENGINEER ALABAMA DEPT OF TRANSPORTATION 1409 COLISEUM BOULEVARD, ROOM E-101 MONTGOMERY, AL 36110</b>
---	--

<b>3. CONTRACTOR:</b> (Name and Address)	<b>4. DATE OF REQUEST:</b>
---	----------------------------

<b>5. PROJECT NUMBER:</b>	<b>6. DATE BID OPENED:</b> (SEALED BIDDING):	<b>7. DATE OF AWARD:</b>	<b>8. DATE CONTRACT WORK STARTED:</b>	<b>9. DATE OPTION EXERCISED:</b> (IF APPLICABLE) (SCA ONLY)
---------------------------	---	--------------------------	---------------------------------------	--

**10. SUBCONTRACTOR (IF ANY):**

**11. PROJECT NUMBER AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)**

**12. LOCATION (CITY, COUNTY AND STATE):**

**13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION**

NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) <small>(Use reverse or attach additional sheets, if necessary)</small>	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS

<b>14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)</b>	<b>15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE</b>
---	---

<b>16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE</b>	<b>TITLE</b>	<b>CHECK APPROPRIATE BOX--REFERENCING BLOCK 13.</b> <input type="checkbox"/> <b>AGREE</b> <input type="checkbox"/> <b>DISAGREE</b>
--	--------------	--

**TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406 - 3 (DBA))**

- THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.
- THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATIONS AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.  
(Send copies 1, 2, and 3 to Department of Labor)

<b>SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE</b> <b>Michael Hora</b>	<b>TITLE AND COMMERCIAL TELEPHONE NO.</b> <b>Labor Compliance Officer</b> <b>334-242-6457</b>	<b>DATE SUBMITTED</b>
--	---	-----------------------

**REQUEST FOR AUTHORIZATION OF  
ADDITIONAL CLASSIFICATION AND RATE**

CHECK APPROPRIATE BOX  
SERVICE CONTRACT  
CONSTRUCTION CONTRACT

FORM APPROVED OMB NUMBER  
**9000 - 0089**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), office of Federal Acquisition Policy, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0089), Washington, DC 20503

**NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER**

<b>1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210</b>	<b>2. FROM (REPORTING OFFICE): JOE H. LISTER, JR., P.E., STATE OFFICE ENGINEER ALABAMA DEPT OF TRANSPORTATION 1409 COLISEUM BOULEVARD, ROOM E-101 MONTGOMERY, AL 36110</b>
---	--

<b>3. CONTRACTOR:</b> (Name and Address)	<b>4. DATE OF REQUEST:</b>
---	----------------------------

<b>5. PROJECT NUMBER:</b>	<b>6. DATE BID OPENED:</b> (SEALED BIDDING):	<b>7. DATE OF AWARD:</b>	<b>8. DATE CONTRACT WORK STARTED:</b>	<b>9. DATE OPTION EXERCISED:</b> (IF APPLICABLE) (SCA ONLY)
---------------------------	---	--------------------------	---------------------------------------	--

**10. SUBCONTRACTOR (IF ANY):**

**11. PROJECT NUMBER AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)**

**12. LOCATION (CITY, COUNTY AND STATE):**

**13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION**

NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) <small>(Use reverse or attach additional sheets, if necessary)</small>	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS

<b>14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)</b>	<b>15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE</b>
---	---

<b>16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE</b>	<b>TITLE</b>	<b>CHECK APPROPRIATE BOX--REFERENCING BLOCK 13.</b> <input type="checkbox"/> <b>AGREE</b> <input type="checkbox"/> <b>DISAGREE</b>
--	--------------	--

**TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406 - 3 (DBA))**

- THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.
- THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATIONS AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.  
(Send copies 1, 2, and 3 to Department of Labor)

<b>SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE</b> <b>Michael Hora</b>	<b>TITLE AND COMMERCIAL TELEPHONE NO.</b> <b>Labor Compliance Officer</b> <b>334-242-6457</b>	<b>DATE SUBMITTED</b>
--	---	-----------------------

# **Appendix 3**

## **Office Engineer Bureau Letter**



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard, Montgomery, Alabama 36110



March 29, 2011

Robert Bentley  
Governor

John R. Cooper  
Transportation Director

## MEMORANDUM

TO: All Division Engineers

FROM: Ronald L. Baldwin, P. E.  
State Office Engineer

RE: Labor Payrolls and Trainee Classifications



Reference is being made to the classification of "trainee", the people who are doing the "training", and how they are required to be shown on certified payrolls.

It has been brought to our attention that some contractors are finding it difficult as to how to show on the payrolls a foreman who is doing the training.

After discussions within this office and in previous consultations with Mr. John Bates, U. S. Department of Labor, we have determined that one of the following formats should be used:

1. When a foreman is the person doing the training, he/she can be shown on the payrolls as "foreman/carpenter". The person receiving the training will be shown on the payrolls as "carpenter/trainee". Abbreviations may be used if the foreman is conducting training in more than one craft "frm/car/fmset/confm".
2. Another acceptable way of reporting would be to attach a cover letter to the payrolls stating that the "foreman" is conducting the training and what "craft(s)" this foreman is conducting training in.

If further information is required, please contact the Labor Compliance Officer at (334)242-6457.

RLB:CPM:agr  
cc: File

# **Appendix 4**

# **Trainee Interview Form**

**(English & Spanish)**

**(SEE ATTACHMENT)**

**FILLABLE FORM**

**State of Alabama Department of Transportation  
Trainee Interview Form**

Date: \_\_\_\_\_  
Project Number: \_\_\_\_\_ County: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Project Engineer: \_\_\_\_\_

**Answers Provided by Trainee**

Trainee Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Race: White\_\_\_\_Black\_\_\_\_Hispanic\_\_\_\_Asian\_\_\_\_American Indian\_\_\_\_Other \_\_\_\_  
Sex: Male\_\_\_\_Female\_\_\_\_Age: \_\_\_\_\_

1. Have you previously performed work in the training classification that you are now presently enrolled?  
\_\_\_\_\_
2. How long have you worked for this contractor? \_\_\_\_\_
3. What was your classification when you started? \_\_\_\_\_
4. When did you start working on this project? \_\_\_\_\_
5. What is your job classification on this project? \_\_\_\_\_
6. Rate of pay: \_\_\_\_\_ Has your trainee pay rate been explained to you? \_\_\_\_\_
7. How did you get into the training program?  
New Hire \_\_\_\_\_ Upgrade \_\_\_\_\_
8. Who supervises, reviews, and approves your work? \_\_\_\_\_
9. What types of tools or equipment do you use during training? \_\_\_\_\_  
\_\_\_\_\_
10. Has the contractor's Training Program been explained to you? \_\_\_\_\_  
When? \_\_\_\_\_ By Whom? \_\_\_\_\_
11. Are you aware of the EEO Officer/complaint procedure for the company? \_\_\_\_\_
12. Has anyone informed you on the location of the project bulletin board? \_\_\_\_\_
13. Do you feel that you should be trained for another job? \_\_\_\_\_  
Which job? \_\_\_\_\_ Why? \_\_\_\_\_
14. Any complaints concerning the training that you are receiving? \_\_\_\_\_  
If so, what? \_\_\_\_\_

**Trainee Signature:** \_\_\_\_\_

**To Be Answered by the Interviewer**

Indicate the job classification for this trainee as shown on **certified payroll** for this project. \_\_\_\_\_

Week Ending \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

If trainee answered "NO" to questions **10**, **11**, and **12**, ask them to explain and provide comments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALDOT Employee Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Send the original to the Division EEO Officer and keep a copy in the project EEO file.**

**State of Alabama Department of Transportation  
Trainee Interview Form**

Date: \_\_\_\_\_

Project Number: \_\_\_\_\_ County: \_\_\_\_\_

Contractor: \_\_\_\_\_

Project Engineer: \_\_\_\_\_

***Respuestas del Estudiante***

Nombre del Estudiante: \_\_\_\_\_

Direccion: \_\_\_\_\_

Raza: Blanco \_\_\_\_\_ Negro \_\_\_\_\_ Hispano \_\_\_\_\_ Asiatico \_\_\_\_\_ Indigeno Americano \_\_\_\_\_ Otro \_\_\_\_\_

Sexo: Hombre \_\_\_\_\_ Mujer \_\_\_\_\_ Edad: \_\_\_\_\_

1. Ha trabajado alguna vez en la clasificacion de entrenamiento en la que ahora ests usted registrado?

2. Cuanto tiempo ha trabajado para este constratista? \_\_\_\_\_

3. Cual fue su clasificacion cuando empezó? \_\_\_\_\_

4. Cuando empezo a trabajar en este proyecto? \_\_\_\_\_

5. Cual es su clasificacion de trabajo en este proyecto? \_\_\_\_\_

6. Salario por hora?: \_\_\_\_\_ Le han explicado su paga por hora como estudiante? \_\_\_\_\_

7. Como entro en el programa de entrenamiento?

Debido al Nuevo empleo? \_\_\_\_\_ Debido a unu Promocian? \_\_\_\_\_

8. Quien supervise, revisa, y aprueba su trabajo? \_\_\_\_\_

9. Que tipo de herramientas or maquinaria usa durante su entrenamiento? \_\_\_\_\_

10. Le han explicado el programa de entrenamiento que le contratista provee? \_\_\_\_\_

Cuando? \_\_\_\_\_ Quien le explico? \_\_\_\_\_

11. Conoce al representante de la oficina EEO y el procedimiento de la compania para hacer reclamos?

12. Le ha informado alguien del lugar en donde se haya el tablero de anuncios del proyecto? \_\_\_\_\_

13. Piensa usted que deberia de ser entrenado para otro trabajo? \_\_\_\_\_

Cual trabajo? \_\_\_\_\_ Por que? \_\_\_\_\_

14. Tien usted reclamos concerniente al entrenamiento que usted esta ahora recibiendo? \_\_\_\_\_

Si asi fuese, cuales son? \_\_\_\_\_

**Firma Del Estudiante** \_\_\_\_\_

**To Be Answered by the Interviewer**

Indicate the job classification for this trainee as shown on **certified payroll** for this project. \_\_

Week Ending \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

If trainee answered "NO" to questions **10, 11, and 12**, ask them to explain and provide comments.

Additional Comments: \_\_\_\_\_

**ALDOT Employee Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Send the original to the Division EEO Officer and keep a copy in the project EEO file.**

# **Appendix 5**

**OJT**

**Enrollment/Time Report**

**ALABAMA DEPARTMENT OF TRANSPORTATION  
 TRAINEE ENROLLMENT/TIME REPORT**

Region/Area:

Report Date:

Name	Sex/Age/ Race	Social Security #	Classification	New hire/ Re-hire/ Upgrade	Training Hours Required	Hours Trained To Date	Date Training Started	Date Training Ended/ Reason	Project Number/ County	Contractor

Prepared By:

Signature:

Job Title:

Date:

# **Appendix 6**

**OJT MONTHLY**

**TRAINING SUMMARY**



# Appendix 7

## **OJT MONTHLY TRAINEE ENROLLMENT/TIME SHEET**

# ALDOT TRAINEE ENROLLMENT/MONTHLY TIME REPORT

CONTRACTOR'S NAME, ADDRESS, & TELEPHONE NUMBER \_\_\_\_\_

PROJECT NO. \_\_\_\_\_

COUNTY \_\_\_\_\_

REPORT PERIOD \_\_\_\_\_

TRAINEE'S NAME, ADDRESS & TELEPHONE NUMBER \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ SEX \_\_\_\_\_ AGE \_\_\_\_\_

EMPLOYEE STATUS (CHECK ONE)

\_\_\_\_\_  
New Hire

\_\_\_\_\_  
Upgrade

ETHNIC GROUP DESIGNATION: (CHECK ONE)

WHITE \_\_\_\_\_

BLACK \_\_\_\_\_

HISPANIC \_\_\_\_\_

ASIAN \_\_\_\_\_

AMERICAN INDIAN \_\_\_\_\_

JOB CLASSIFICATION: \_\_\_\_\_

D.O.T NUMBER \_\_\_\_\_

WEEKS/HOURS REQUIRED \_\_\_\_\_

DATE TRAINING STARTED: \_\_\_\_\_

DATE TRAINING TERMINATED: \_\_\_\_\_

REPORTING HOURS: IN ACCORDANCE WITH INDIVIDUAL'S TRAINING PROGRAM

TRAINING CATEGORY	SECTION I					SECTION II						SECTION III								SECTION IV						SECTION V		TOTALS
	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E	F	G	H	A	B	C	D	E	F	A	B	
Hours Required																												0.00
Previous Month																												0.00
Week Ending																												
																												0.00
																												0.00
																												0.00
																												0.00
Hrs. For This Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Hrs. To Date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Hrs. Training Remaining	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	

BEGINNING TRAINEE SALARY \$ \_\_\_\_\_ (60% OF SKILLED RATE)  
 AFTER COMPLETING 1/2 OF TRAINING \$ \_\_\_\_\_ (75% OF SKILLED RATE)  
 AFTER COMPLETING 3/4 OF TRAINING \$ \_\_\_\_\_ (90% OF SKILLED RATE)  
 ON THE COMPLETION OF TRAINING \$ \_\_\_\_\_ (100% OF SKILLED RATE)

EXPLANATION OF TERMINATION (IF TERMINATED PRIOR TO COMPLETION OF INDIVIDUAL TRAINING PROGRAM)

- 1-COMPLETED COURSE \_\_\_\_\_
- 2-FIRED FOR CAUSE \_\_\_\_\_
- 3-QUIT \_\_\_\_\_
- 4-TRANSFERRED TO OTHER FEDERAL AID PROJECT \_\_\_\_\_
- 5-TRANSFERRED TO OTHER THAN FEDERAL AID PROJECT \_\_\_\_\_

% Complete at this time      #DIV/0!

THE ABOVE INFORMATION IS CORRECT AND THE TRAINING FOR WHICH I HAVE APPLIED HAS BEEN FULLY EXPLAINED TO ME BY:

TRAINEE \_\_\_\_\_

DATE \_\_\_\_\_

TRAINER \_\_\_\_\_

DATE \_\_\_\_\_

COMPANY EEO OFFICER/DESIGNATED REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

# **Appendix 8**

**TRAINEE**

**CERTIFICATE OF COMPLETION**

**(SEE ATTACHMENT)**

# Certificate Of Completion

*This Certifies That*

\_\_\_\_\_

*Is awarded this Certificate for Successful  
Completion of On-The-Job-Training as*

\_\_\_\_\_

*Given at* \_\_\_\_\_, *this* \_\_\_ *Day of* \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
OJT COORDINATOR/ALABAMA DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
GENERAL CONTRACTOR

# **Appendix 9**

## **ANNUAL REPORTING**

### **TRAINEE INITIAL ENROLLMENT**

**(SEE ATTACHMENT)**

**20\_\_ TOTAL OJT INITIAL ENROLLMENT**

	Total		Black		Hispanic		American Indian		Asian/Pacific Islander		White	
	M	F	M	F	M	F	M	F	M	F	M	F
Asphalt Distributor												
Paving Machine Operator												
Asphalt Plant Operator												
Asphalt Raker												
Asphalt Technician												
Backhoe Operator												
Bulldozer Operator												
Concrete Paving Machine												
Crane Operator												
Drill Operator												
Form Builder												
Form Setter												
Front-End Loader Operator												
Grade Checker												
H/B Carpenter												
H/B Concrete Finisher												
Iron Worker												
Material Remixing Device												
Mulcher Operator												
Motor Grader Operator												
Oiler												
Pipe Layer												
Pulver Mixer												
Roller Operator												
Scraper Pan Operator												
Tractor Operator												
Traffic Control Specialist												
Truck Driver												
Weighman												
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>						

Total initial enrollment for trainees enrolled between January 1 to December 31

# **Appendix 10**

## **ANNUAL REPORTING**

### **TRAINEE GRADUATIONS**

**(SEE ATTACHMENT)**

**20\_\_ TOTAL OJT GRADUATES**

	Total		Black		Hispanic		American Indian		Asian/Pacific Islander		White	
	M	F	M	F	M	F	M	F	M	F	M	F
Asphalt Distributor												
Asphalt Paving Mach												
Asphalt Plant Operator												
Asphalt Raker												
Asphalt Roller Operator												
Asphalt Technician												
Backhoe Operator												
Bulldozer Operator												
Concrete Pump Operator												
Crane Operator												
Form Builder (Structures)												
Form Setter												
Front-End Loader Operator												
Grade Checker												
H/B Carpenter												
H/B Concrete Finisher												
Instrument Person												
Iron Worker												
Material Transf Veh Op												
Motor Grader Operator												
Paving Machine Operator												
Pipe Layer												
Pulver Mixer												
Roller Operator												
Scraper Pan Operator												
Tractor Operator												
Traffic Control Specialist												
Truck Driver												
<b>Total</b>												

Total OJT graduates for calendar year which ends December 31,

# **Appendix 11**

## **FORM PR-1391**

**(SEE ATTACHMENT)  
FILLABLE FORM**

**FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT**

1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	2. COMPANY NAME, CITY, STATE:	3. PROJECT NUMBER:	4. DOLLAR AMOUNT OF CONTRACT:	5. PROJECT LOCATION: (County and State)
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This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March 2025.

**6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20 (INSERT YEAR)**

JOB CATEGORIES	TABLE A																TABLE B					
	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0																		
SUPERVISORS	0	0	0	0																		
FOREMEN/WOMEN	0	0	0	0																		
CLERICAL	0	0	0	0																		
EQUIPMENT OPERATORS	0	0	0	0																		
MECHANICS	0	0	0	0																		
TRUCK DRIVERS	0	0	0	0																		
IRONWORKERS	0	0	0	0																		
CARPENTERS	0	0	0	0																		
CEMENT MASONS	0	0	0	0																		
ELECTRICIANS	0	0	0	0																		
PIPEFITTER/PLUMBERS	0	0	0	0																		
PAINTERS	0	0	0	0																		
LABORERS-SEMI SKILLED	0	0	0	0																		
LABORERS-UNSKILLED	0	0	0	0																		
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

TABLE C (Table B data by racial status)

APPRENTICES	0	0	0	0																		
OJT TRAINEES	0	0	0	0																		

8. PREPARED BY: (Signature and Title of Contractors Representative)	9. DATE	10. REVIEWED BY: (Signature and Title of State Highway Official)	11. DATE
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# **Appendix 12**

**SPECIAL PROVISION**

**#22-FH0004**

**(SEE ATTACHMENT)**

# ALABAMA DEPARTMENT OF TRANSPORTATION

DATE: November 14, 2017

Special Provision No. 22-FH0004

EFFECTIVE DATE: January 1, 2022

SUBJECT: Special Training Responsibilities of Equal Employment Opportunity Requirements

Alabama Standard Specifications, 2022 Edition, are hereby amended to include the following:

This Training Special Provision is an implementation of 23 USC 140(a).

As part of the contractor's equal opportunity affirmative action program training shall be provided as follows:

The contractor shall provide on-the-job training aimed at developing full journeymen in the type of trade or job classification involved. The number of trainee hours under this contract will be as indicated in the bidding proposal and on the plans. In the event that a contractor subcontracts a portion of the contract work, he shall determine how many, if any, of the trainee hours are to be subcontracted, provided, however, that the contractor shall retain the primary provision. The contractor shall also insure that this training special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment. Prior to commencing construction, the contractor shall submit to the Alabama Department of Transportation for approval the number of trainees to be trained in each selected classification and training to be used. Furthermore, the contractor shall specify the starting time for training in each of the classifications. The contractor will be credited for each trainee employed by him on the contract work that is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees as provided hereinafter.

Training and upgrading of minorities and women toward journeyman status is a primary objective of this Training Special Provision. Accordingly, the contractor shall 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. The contractor will be responsible for demonstrating the steps that he has taken in pursuant thereof, prior to a determination as to whether the contractor is in compliance with this Training Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

No employee shall be employed as a trainee in any classification in which he has successfully completed a training course leading to journeyman status or in which he has been employed as a journeyman. The contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used the contractor's records should document the findings in each case.

The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by the Alabama Department of Transportation and the Federal Highway Administration. The Alabama Department of Transportation and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyman status in the classification concerned by the end of the training period. 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 shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts. Approval or acceptance of a training program shall be obtained from the State 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 Division Office, FHWA.

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.

The contractor will be reimbursed 80 cents per hour of training given an employee on this contract is in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training hours in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other source does not specifically prohibit the contractor from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the contractor where he does one or more of the following 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.

No payment shall be made to the contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyman, is caused by the contractor and evidences a lack of good faith on the part of the contractor in meeting the requirements of this Training Special Provision. It is normally expected that a trainee will begin his 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 his work classification or until he has completed his training program. It is not required that all trainees be on board for the entire length of the contract. A contractor will have fulfilled his responsibilities under this Training Special Provision if he has provided acceptable training to the number of trainees specified. The number trained shall be determined on the basis of the total number enrolled on the contract for a significant period.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Department of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision.

The contractor shall furnish the trainee a copy of the program he will follow in providing the training. The contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

The contractor will provide for the maintenance of records and furnish periodic reports documenting his performance under this Training Special Provision.

**PAYMENT WILL BE MADE UNDER ITEM NUMBER:**

999-000 Trainee Hours at 80 Cents Per Hour

Payment of \$0.80 per hour will be made to the contractor for each hour of training completed on this project by a trainee. Progress payments on monthly estimates at \$0.80 per hour for each trainee hour will be permitted, if requested by contractor.

The definition of contract item (Pay Item) as set forth in Article 101.01 of the standard specifications will not apply to this Special Provision.