

Name

AMERICANS WITH DISABILITIES ACT (ADA)

Facilities in the public right-of-way (including walkways, ramps, curb ramps and landings, crosswalks, and pedestrian overpasses and underpasses) must be designed, constructed and maintained to serve all users. The workshop will identify applicable laws, regulations, guidelines and standards pertaining to accessibility for persons with disabilities. Requirements for ensuring accessibility in existing facilities versus work in new construction and alterations will be discussed. Design elements necessary for achieving accessibility in the public right-of-way will be reviewed, and best practices will be identified.

Target Audience: All public works employees involved with ADA transportation facilities, including municipal decision makers such as managers, foremen, codes inspectors, and zoning officers, and road crew members with ADA facility responsibilities. Engineers are welcome to attend.

Length: 8 Hours

Cost: Free

BASIC SUPERVISORY SKILLS IN PUBLIC WORKS

This course covers basic management and supervisory techniques that assist the newly promoted manager/supervisor in planning, directing, motivating, and making decisions in an efficient manner is designed to help educate, prepare, and provide public works employees with the background necessary to comfortably and confidently perform in a supervisory position. The courses chosen are intended to provide a fundamental understanding of the roles and responsibilities of a supervisor and to develop tools for succeeding in management.

Target Audience: New Public Works Supervisors who recently have been promoted to supervisory positions, or employees who potentially could be promoted to supervisor in the future. More experienced supervisors who have never had any formal supervisory training may also benefit from this training.

Length: 8 Hours

Cost: \$35

BRIDGE INSPECTION AND MAINTENANCE

This course will identify the responsibilities of municipalities that own bridges, particularly span less than 20 feet. Knowledge of preventive maintenance practices for preserving bridges will be discussed. A review of Bridge Inspection Reports with emphasis on maintenance recommendations will be presented. The class will be "in the field" with hands-on inspection of two local bridges. Participants need hardhats, safety glasses and the right clothing.

Target Audience: Local Road and Bridge Managers and Staff, Inspectors, Maintenance Personnel, County, City or Consultant Engineers.

Length: 8 Hours

Cost: \$35

CHAINSAW SAFETY/STORM CLEARANCE FOR LOCAL ROADS

This course will train attendees to more efficiently use their equipment as well as reduce the risk of accidents and injury. Topics in this workshop include chain saw equipment maintenance, personal protective equipment, choosing the proper tool for the job, starting, storage, accessories, and risks associated with kickbacks as well as felling/bucking reactive forces. Also in this workshop, the attendees will learn the proper procedures for clearance/removal of debris from local roads during emergency operations.

Target Audience: Public Works Directors, Highway Superintendents, Foremen, Road Manager, Law Enforcement, Fire and Rescue, First Responders, Crew Leaders, and DOT are encouraged to attend.

Length: 8 Hours

Cost: \$35

CONSTRUCTION INSPECTION FOR PUBLIC WORKS

This course introduces the basic concepts of construction inspection to public works inspectors. The participants will discuss the role of the inspector in public works construction projects; duties, record keeping and interpreting contract documents; inspecting underground conduit construction; understanding the fundamentals of soils, soils classifications, soil compaction, control of embankments, sub grades and stabilizing soils, understanding the fundamentals of concrete; understanding the fundamentals of asphaltic concrete, raw materials, mixed design and construction of asphaltic concrete; and other issues related to construction inspection.

Target Audience: Individuals who are involved in the planning and execution of maintenance work on asphalt pavements, Street Superintendents, Road Managers, Public Works Directors, Crew Foremen, and select Crew Members.

Length: 8 Hours

Cost: \$35

CPR/FIRST AID

The Heartsaver First Aid Course provides training in basic first-aid procedures and CPR - - including the first-aid skills recommended by OSHA -- in a format that can be delivered in a single day. Its highly effective video-based-instruction format enables students to experience case-based scenarios in a realistic setting. The CPR portion of the class will include adult, child and infant CPR and choking. Instructors introduce a topic, and then show a video segment to present cases for discussion or to demonstrate a particular skill. Students then practice the skill in small groups. The Heartsaver First Aid course is specially designed to train anyone who might be the first to respond in the workplace or community, and can be tailored to address the needs of a specific workplace or group of employees.

Target Audience: Anyone who works in Public Works, including Directors, Road Managers, other Supervisors and employees.

Length: 4 Hours

Cost: \$25

CUSTOMER SERVICE IN PUBLIC WORKS

This course gives participants new insight into specific customer behavioral styles. It teaches participants to address both the personal and process needs of the internal and external client. This workshop focuses on building internal communication skills to keep team members aware of customer concerns. This customer service training employs practice exercises and role-plays including a benchmark to assess a participant's current customer service skill level.

Target Audience: Anyone who works in Public Works, Municipal officials, Road Managers, other Supervisors and employees.

Length: 4 Hours

Cost: \$25

DESIGN AND OPERATION OF WORK ZONE TRAFFIC CONTROL

This course provides participants with information on the safest and most efficient work zone traffic controls. This includes the application of effective design and installation concepts, using signs and markings detours, construction zones, and maintenance sites. The legal, administrative, and operational aspects will also be discussed.

Target Audience: Personnel responsible for designing, installing, and monitoring work zone traffic control in state, county, local agencies, private construction and utility companies will benefit from this training.

Length: 24 Hours

Cost: \$150

FLAGGER TRAINING

This workshop is a combination of lecture, manuals, video and hands-on problem solving with regards to Flagging in a work zone. The Five parts of a Traffic Control Work Zone will be discussed. Flagging duties and responsibilities will be taught. Safety, uniformity and liability issues will also be covered.

Target Audience: Road Department employees from cities and counties, Supervisors, and Highway Superintendents.

Length: 4 Hours

Cost: \$25

GRAVEL ROADS AND MOTOR GRADER SAFETY

This course will cover drainage, materials, proper blading techniques, motor grader operations, maintenance of unpaved roads near wetlands, and stabilization and dust control. The participants will have hands-on experience operating a motor grader with a certified motor grader operator.

Target Audience: Anyone who deals with the construction and/or maintenance of unpaved roads.

Length: 8 Hours

Cost: \$35

LPA: PROJECT DEVELOPMENT MANUAL TRAINING

This training will help Local Public Agencies successfully navigate the policies, procedures and practices of both the MDOT, and the Federal-Aid Highway Program. MDOT LPA Division wants to ensure that Local Public Agencies (Municipalities, Towns, etc.) can access the benefits and fully understand the requirements of using state and federal transportation funds for their transportation projects. LPAs must have sufficient knowledge of state and federal regulations to take full advantage of available funding and resources. All LPA project sponsors and their consultants will be required to take the core training to be qualified to participate in the state and federal programs on future transportation projects.

Target Audience: LPA Agencies and consultants.

Length: 8 Hours

Cost: Free

NEW SIGN RETROREFLECTIVITY

This course will bring you up to date on the newly revised retroreflectivity deadlines incorporated into the 2009 MUTCD by the Federal Highway Administration: The workshop will address: (1) What is the MUTCD?; (2) What is retroreflectivity and how does it work?; (3) Sign Retroreflectivity requirements; (4) Retroreflectivity measurements; (5) Describe sign retroreflectivity; (6) Understand nighttime visibility issues; (7) Summarize new requirements; (8) Describe retroreflectivity maintenance methods; and (9) What sign sheeting materials are available.

Target Audience: Road Managers, Transportation traffic and safety engineers, Public Works Directors, Highway Superintendents and Road Foreman.

Length: 4 Hours

Cost: \$25

ROAD SAFETY AUDIT

The Road Safety Audits for Local Governments workshop is designed to introduce road safety audits as an effective tool that can help to reduce injuries and fatalities on your road network. Participants in this training will learn how to improve transportation safety by applying a new proactive approach "Road Safety Audits (RSA)." This technique provides an examination of a future or existing roadway by an independent, qualified audit team. The RSA is a way for your agency to improve safety and to communicate to the public how you are working toward accident reductions.

Target Audience :Public Works Directors, Street Supervisors, Highway Superintendents, Road Managers and Crew Foremen, Law Enforcement, and DOT.

Length: 8 Hours

Cost: \$35

ROAD SURFACE MANAGEMENT SYSTEM

This course provides the basics for developing a road surface management program to help local governments manage their pavements by providing an understanding of the concept and importance of road surface inventories and condition surveys. A review of the basic components of flexible and rigid pavements is discussed. Pavement condition evaluations and how to recognize common pavement distress is presented. Sample pavement ratings are performed by the participants. Repair strategies at the system and project level are discussed using the information presented in the course.

Target Audience: Individuals responsible for performing roadway inventory and condition surveys as well as planning and programming functions such as: Public Works Directors, Street Supervisors, Highway Superintendents, Road Managers and Crew Foremen.

Length: 8 Hours

Cost: \$35

ROADWAY DRAINAGE

This course covers the affect water has on roadways. Emphasis is on problems caused by poor drainage with discussion on various ways to handle these problems. Basic roadway drainage systems and their usage are reviewed. Industry standard procedures for replacing cross pipes are presented in detail. Regulatory agency policies and permit requirements are presented. The importance of performing routine inspection of drainage system assets is discussed with emphasis on the relationship to planning and Federal Aid reimbursement in the case of a disaster.

Target Audience: Individuals who are involved in the planning and execution of maintenance work on asphalt pavements including Public Works Directors, Street Supervisors, Highway Superintendents, Road Managers and Crew Foremen.

Length: 8 Hours

Cost: \$35

SIGN INSTALLATION & MAINTENANCE

This course covers the importance of proper sign installation practices, the latest in roadway safety materials, break away sign posts, tamper and vandal proof hardware, day and night time inspections methods of retroreflectivity properties, and the latest in inventory management systems. Demonstration of various sheeting materials and their application guidelines, repair techniques for safe breakaway sign supports, and familiarization with tools to aid in inventory and asset management will also be presented.

Target Audience: Local agency employees and others responsible for installing and maintaining of traffic signs.

Length: 8 Hours

Cost: \$35

WARM/HOT ASPHALT DESIGN AND MAINTENANCE

This course is to provide enough basic and practical knowledge about asphalt pavements to be able to make good decisions when roads are in need of rehabilitation, repair or maintenance. The workshop objectives are: (1) How to determine the types and causes of pavement distress; (2) Learn techniques, equipment and materials for effective crack sealing; (3) Learn techniques, equipment and materials for effective asphalt patching and repair; and (4) Learn techniques, equipment, and materials for quality and cost-effective asphalt surface treatments.

Target Audience: County, City, State and Township, street crew and supervisors, maintenance workers, and others with responsibility for maintaining paved roads. Elected officials are also invited to attend.

Length: 8 Hours

Cost: \$35

WINTER MAINTENANCE

This course is to provide knowledge and the understanding needed to develop and implement an efficient, effective, and safe winter maintenance operations program. This course covers winter operations. The session begins with the importance of winter operations and planning and organizing. The key elements of a comprehensive plan, including a good public relations program, are presented. Various materials for snow and ice control are reviewed including abrasives, salt, and other chemicals. Their use and performance, handling and storage, and effects on health, safety and the environment are discussed. Available snow fighting equipment and accessories are introduced along with discussions on preventive maintenance and efficient storage facilities. Plowing operations and materials spreading are presented with deicing, pre-wetting, and anti-icing procedures along with tips for increasing efficiency and effectiveness. The session concludes with a discussion on safety for winter operations and the work crews.

Target Audience: All public works employees engaged in winter maintenance operations including: highway superintendent, public works directors, road managers, crew foremen and equipment operators.

Length: 4 Hours

Cost: \$25

WORK ZONE SAFETY

This course provides an introduction to Part 6 of the MUTCD, increase the proper use of traffic control devices to improve workers and motorist safety during road maintenance operations, flagging procedures, and legal considerations. The objectives are designed to help participants: (1) How to manage Work Zone Traffic; (2) How to install, maintain and monitor traffic control devices; (3) Discuss parts of a Work Zone; (4) Typical Applications; (5) How to identify and train the right people for flagging in the work zone and (6) Be aware of liability issues.

Target Audience: Roadway maintenance workers, supervisors, engineers, utility personnel and other responsible for work zone safety on local roadways.

Length: 8 Hours

Cost: \$35