

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

On-the-Job-Training Program Manual

Revised 2024



DEVELOPED BY

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
OFFICE OF CIVIL RIGHTS

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 the FHWA to require full utilization of all available training and skill improvement opportunities to assure increased participation of minority groups and disadvantaged persons in all phases of the highway construction industry. Moreover, it is policy of the FHWA 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.

Current Program Approval

OJT Program Approval

FHWA granted initial approval in January 2011 to MDOT's OJT Program. The current program will be evaluated on a three-year cycle and, if necessary, revised to be effective at the beginning of the following program year. For the period beginning October 1, 2024, through September 30, 2026, MDOT proposes a goal of 25 trainees per year.

OJT Goal Determination Per State Project

Effective October 1, 2024, the On-the-Job Trainee Goals will be considered and assigned based on trainee hours where appropriate on MDOT projects receiving federal-aid funds with a state estimate valued at \$8 million or more.

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 MDOT Office of Civil rights with assistance from MDOT Construction Division and any other appropriate division(s) utilizing the preceding factors to assign a specific number of OJT Hours to a federal-aid project.

OJT Contract Specific Training Program

MDOT utilizes a contract specific training program whereby OJT trainee hours are assigned to specific construction contracts. The contractor shall comply with the OJT hours assigned to the contract or show good faith effort why the goal cannot be achieved.

Good Faith Effort Determination

When a contractor submits a Good Faith Effort in lieu of meeting the required OJT trainee hours, the following factors are illustrative of matters that MDOT will consider in judging whether the contractor made Good Faith Effort to satisfy the OJT goal:

1. Whether the contractor has additional labors on staff to participate in the OJT program.
2. Whether the contractor has additional vacancies that can be filled with labors eligible for the OJT program.
3. Whether the contractor conducted systematic and direct recruitment through public and private sources to yield woman and minority trainees.
4. Whether the contractor considered any subcontractors to provide the OJT Training

When GFE are found to be insufficient, the following process will be initiated to determine if the contractor is in compliance with the Training Special Provision:

1. A contract compliance review will be initiated in accordance with 23 CFR 230.409 Contract compliance review procedures.
2. If found in compliance with the EEO provisions of the contract outlined in FHWA 1392 a determination of compliance will be issued.
3. If deficiencies are found, the agency may negotiate a voluntary corrective action plan to address these issues within 15 days before a final determination letter is issued.
4. If the deficiencies identified in the voluntary action plan are not addressed, the contractor can be found in non-compliance.
5. If found in non-compliance, the reviewer will immediately recommend through appropriate channels that the Department of Transportation obtain approval from the Office of Federal Contract Compliance Programs for a formal hearing.
6. To be found in non-compliance may result in the contractor being declared a non-responsive contractor for inability to comply with equal opportunity requirements.

Monitoring Training Program Impact

Monitoring the impact of training on the employment of minorities and women is central to the Department's overall monitoring of the contractor's compliance with EEO contract provisions.

- a) Contract provisions encourage the contractor to seek out persons for enrollment in training programs as means of productive employment and progress.
- b) Compliance personnel look for a proportionate representation of minorities, women, and disadvantaged individuals to be enrolled as trainees when assessing the contractor's workforce. Most training records, as well as other records pertaining to the contractor's work force, reflect the race and sex of individuals employees.
- c) Contract Compliance reviews consisting of a combination of records, observations, and interviews are used to assess the training program's impact on all trainees, including minorities, women, and disadvantaged individuals.

Program Mission 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.

The OJT Program has three objectives:

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 minority, women, and disadvantaged workers so that they have opportunity and 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:

1. Development of Training Goals
2. Assignment of Contract Training Goals
3. Development and Acceptance of OJT program at the project level prior to starting construction.
4. Provide Training
5. Determination on the Adequacy of Training
6. Reporting Requirements
7. OJT Reimbursement Provisions

An effective OJT Program requires the cooperation and adherence by the FHWA, 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.

OJT Requirements are not intended to discriminate against any applicant for training or displace workers in the contractor's workforce.

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.

MDOT has delegated responsibility for implementing the external Contract Compliance and On-the-Job (OJT) Programs to the Office of Civil Rights. For assistance in program implementation and monitoring, please contact MDOT's Contract Compliance/OJT Coordinator as indicated below:

Sandra Perkins
Contract Compliance /OJT Coordinator
Mississippi Department of Transportation (62-03)
401 North West Street
Jackson, MS 39201
601.359.7466 Telephone
601.576-4504 Fax
sperkins@mdot.ms.gov

General Program Summary for Contractors

1. The contractor can select and utilize classifications within this OJT Manual to complete their OJT Plan or commitment for providing training on federal-aid projects.
2. The contractor may request to use additional classifications which are not currently listed in the OJT Manual.
3. The contractor recruits and selects trainees. Contractors shall not discriminate on the selection of trainees based on race, color, sex, national origin, religion, age, or disability.
4. No employee shall be employed/assigned as a trainee in any classification in which he/she has successfully completed a training course leading to journey person status or in which he/she has been employed as a journey person.
5. The contractor will be reimbursed \$5.00 per hour of training provided in accordance with an approved training program throughout the life of the project. Reimbursement will not be made for training hours in excess of the number specified in the contract without prior approval by MDOT's Office of Civil Rights. The reimbursement will be made even though the contractor may receive additional training funds from other sources, provided such other sources do not specifically prohibit the contractor from receiving other reimbursement. The contractor will be reimbursed for the number of trainee hours actually trained on the project in accordance with these supplemental specifications.
6. The contractor should submit to the State Transportation Authority (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.
7. It is intended that training under these supplemental specifications be in the crafts directly related to highway construction. Therefore, training in classifications such as clerk-typist, secretary, bookkeeper, fireman, office engineer, estimator, timekeeper, and unskilled or common laborers will not be approved for participation under these supplemental specifications. It is also intended that off-site training is not to be used for training purposes under these supplemental specifications.
8. The contractor is expected to begin training on a project as soon as feasible after the start of work utilizing the job classification involved. As soon as possible is interpreted as approximately 10 percent of the work utilizing the job classifications intended for training. After training has started, the contractor should strive to provide counseling efforts to retain employees.
9. Current employees enrolled in the training program will continue to receive no less than the wages 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.
10. The contractor will keep such records as are necessary to determine compliance with contractor's training obligations i.e., certified payrolls, MDOT Trainee Enrollment, Trainee Monthly Report, and Trainee Termination Report.
11. The hours of training for a classification are outlined in the section entitled "OJT Construction Classification". Contractors can graduate a trainee early provided that the trainee can demonstrate

proficiency in the operation of a tool or equipment item and if requested by the STA, provide a letter 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.

12. The contractor's records should contain clear explanations of deviations from the training hours outlined in the OJT Construction Classification section.
13. The contractor recruits and selects trainees. However, the contractor may receive assistance from outside sources to accomplish this task.

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 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 provide regarding Apprenticeships:
<https://www.dol.gov/apprenticeships/>

MDOT Program Administration Responsibilities

1. The MDOT Office of Civil Rights with assistance from MDOT Construction Division and any other appropriate divisions utilizing 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 journey level 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 division 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 division personnel and contractors on issues relating to the administration of the OJT program.
6. Ensure that contractors are paid for all adequately documented training performed on a project-by-project basis. Progress training payment will be made on the monthly estimate for each trainee.
7. Review monthly training reports and trainee interview reports.
8. Communicate On-the-Job Training procedures and guidelines to Contractors and assist them with their efforts to adhere to said procedures and guidelines.
9. Conduct Trainee interviews. The trainee interview form (See Exhibit 5) is utilized to conduct interviews in the following manner. The Office of Civil Rights OJT Coordinator will schedule and conduct at least one (1) interview at the beginning of work activity for each OJT trainee assigned to federal-aid project with Training Special Provision requirements utilizing the approved interview form. In conducting the trainee interviews, the OJT Coordinator should ensure that:
 - a) The trainee understands the questions on the interview form. The trainee has been briefed by the supervisor on the EEO policies for his/her company (see section entitled Contractor Responsibilities).
 - b) The trainees know they are being reported as trainees and are in fact receiving training. The trainee knows that training hours involve sufficient hours and that they are advancing 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.
 - g) In addition to the trainee signature, OJT Coordinator/designated representative should sign, date the interview form, and maintain a copy in Project Files.
10. Upon detection of possible discriminatory practices ensure through coordinated efforts with Project Engineer/Designated Representative that an investigation is promptly initiated by the Office of Civil Rights. The Office of Civil Rights will contact the respective trainee and other individuals involved with the alleged discriminatory practice. A report should be compiled once the investigation is complete, detailing the incident, individuals involved, project number, contractor, and disposition. The final report should be forwarded to the central office for final recommendations.
11. Initiating and maintaining training activity on a federal aid project:
- a) Contractors will be contacted if they have not started working a trainee by the date listed on the trainee schedule form. Project Engineers will inspect projects at this 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 any project personnel comments will be forwarded to the Office of Civil Rights within five (5) days of receipt by the Project Engineer for final evaluation and approval/disapproval. If approved, the contractor will be expected to adhere to statements made in the explanation letter.
 - b) If the explanation is disapproved the contractor will be scheduled for a Contract Compliance Review to determine his compliance with the Training Special Provision.
12. Ensure that the division /project engineer includes OJT information as a part of the official contract file. These files should contain:
- a) OJT Commitment (approvals) from Contractor
 - b) Approved Revisions to the initial OJT Commitment
 - c) Trainee Enrollment Reports, Monthly Reports, & Termination Reports
 - d) Completed Trainee Interviews and Reports
 - e) Contractor Request for Additional Classification(s)
 - f) Files should be retained for three years following the completion of work on the project.

13. Upon receipt of documents verifying satisfactory completion of a training curriculum to journey level status, MDOT will provide the trainee with a certification (See Exhibit 7) showing the type and length of training satisfactorily completed.
14. Submit to Federal Highway Administration (FHWA) 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 Exhibit 6).

Contractor Responsibilities:

1. Provide On-the-Job Training aimed at developing full journey level in the type of trade or job classification involved. Although training under this contract is not limited to minorities, females, and disadvantaged individuals, contractors should be aware that one of the primary objectives of the training program is to increase the participation and skills of minorities, females, and disadvantaged individuals in highway construction.

A disadvantaged individual would be considered individuals that fall at or below the Federal Poverty Line; a one-person household income of \$15,060, two-person household income of \$20,440, three-person household income of \$25,820 and a four-person household income of \$31,200. Individuals who qualify for TANF or SNAP benefits would also be considered disadvantaged.

2. Contractors must exert good faith efforts to comply with the Equal Employment Opportunity contract requirements governing recruitment and upgrading when seeking to fill vacancies in the work force and select candidates for the training program. Accordingly, the contractor shall make every effort to enroll minority trainees, women, and disadvantaged individuals (e.g., conducting systematic and direct recruitment through public and private sources likely to yield minority, women, and disadvantaged trainees) to the extent that such persons are available within a reasonable area of recruitment. Adequate documentation of good faith efforts should be maintained and submitted to the Civil Rights Division, Contract Compliance/OJT Coordinator when requested.
3. No employee shall be employed/assigned as a trainee in any classification in which he/she has successfully completed a training course leading to journey level status or in which he/she has been employed as a journey person. The contractor shall satisfy this requirement by completing the OJT Trainee Enrollment Form for each potential trainee. The completed form shall be submitted to the Office of Civil Rights for review and approval.
4. 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.
5. 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, women and disadvantaged individuals toward journey level status is a primary objective of the Training Special Provision.
6. Prior to commencing construction (no more than 60 days from the date of notice to proceed), the contractor shall submit to the State Transportation Agency (MDOT) for approval the Trainee Schedule Form indicating the number of trainees to be trained in each selected classification and any appropriate attachments representing their training program or OJT Plan (See Exhibit 1) to be used. The contractor shall also submit Trainee Enrollment Forms for each trainee to be trained (See Exhibit 2). Contractors should submit the above-mentioned forms as their OJT Plan to the Project Engineer who will in turn forward on to the Office of Civil Rights for Approval.

7. Designate and make known at the preconstruction conference to the Office of Civil Rights and the Project Engineer 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. These individuals should have the authority to sign monthly trainee enrollment/time reports.
8. 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.
 - b) Ensure that supervisors brief all employees, which includes trainees, on company EEO Policies.
9. Utilize the following procedures to request additional training classifications not presently approved by the STA or Department of Labor Office of Apprenticeship for assignment to the OJT for training.
 - 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 already is a “journeyman”.
 - b) If a classification is not on the “Wage Determination” included in the contract, a written request for an additional classification should be submitted by the contractor to the Project Engineer.
 - c) Preferably, the request (written) should originate in the Project Office so that they will know that the contractor has applied for the needed classification and that payrolls will not be delayed. The Project Office will ensure that they have been given the project number, contractor, subcontractor, craft, and rate and will submit it to the Office of Civil Rights.

For documentation purposes it is recommended to the contractor that the request for additional classifications should be written and addressed to the Office of Civil Rights that states in concise manner the need for the new classification in lieu of using an existing classification within the OJT Manual. In addition, the training program with required hours and job description similar to the OJT Manual.

- d) After receipt of the Request for Additional Classification, the OJT Coordinator will:
 1. Review for preliminary approval and submit a new Trainee Schedule Form to the contractor for signature.

2. Upon receipt of the signed form from the Project Office/Contractor, a cover letter is attached to the appropriate documentation. The cover letter and documentation are transmitted to the Department of Labor (DOL) in Washington D.C. requesting concurrence of the new classification.
 - e) If an individual is hired for the requested classification during the time frame when the STA (OJT Coordinator) is awaiting approval, the individual will be paid at the proposed wage rate.
 - f) If the DOL does not agree with the proposed classification and wage rate, the DOL will decide on the appropriate wage rate for the classification. The OJT Coordinator will make a copy of the letter and attach a cover letter which cites the recommendation and rationale for the disapproval.
 - g) If the DOL approves the request, a letter will be sent to the STA (OJT Coordinator) citing approval and the accompanying wage rate. The OJT Coordinator 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 “paper copies” listed at the end of the cover letter.
10. Begin training as soon as possible after the start date indicated on the Trainee Schedule Form for work utilizing the skill involved. In addition, if training does not begin at the preceding time, a written explanation will be given to the 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.
 11. After commencement of work at the project site, the Contractor shall implement the following Trainee Wage Rates according to the Davis Bacon rules:
 - a) Normally, trainees are paid a percentage of journeyman’s wages (Davis Bacon rates). The following payment plan is required in the FHWA Training Special Provision:
 - 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.

The wage rates above apply 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 these supplemental specifications.

12. Indicate on the payroll records the trainer i.e., roller operator trainer for a given classification.

13. Recruit a replacement for the trainee when training obligations have not been met on a project provided that there are enough work hours remaining on the project as well as time within the work phase to complete training. Contractors will document in writing all Good Faith Efforts (GFE) in accordance with FHWA Form 1273 Section II 4a- 4e Recruitment and 6a-6d Training and Promotions) (See Exhibit 9). The contractor must submit to Project Engineer documentation of his GFE efforts made to hire replacements for trainees who terminated their training program. The GFE will be compiled into a letter which is attached to the MDOT Monthly Training Report and submitted to the along with an MDOT Termination Report (See Exhibit 4) that includes the names/reasons of individuals who separated from the company during the respective reporting period. The GFE will be evaluated to determine if it is sufficient or insufficient. If the GFE is deemed insufficient a contract compliance review will be scheduled to determine the contractor's compliance with the Training Special Provision. The Project Engineer will forward documentation to the Office of Civil Rights with five (5) days of receipt.
14. Transferring trainees from one federal-aid project to another:
 - a) Contractors are to make written requests for transferring trainees from one federal-aid project to another federal aid project and submit them to the Project Engineer to be forwarded to the Office of Civil Rights for review and approval.
 - b) In addition, 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., written letter that the gaining project will have sufficient work time to complete training requirements.
 - c) All hours trained by employees on a project other than their 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.
15. Utilize and submit monthly trainee reports (See Exhibit 3) to document training activities to the respective project engineer. Monthly training reports 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
 - d) County – self explanatory
 - e) Trainee Name
 - f) Job Classification/Hours Required – obtained from OJT Manual- certified payrolls and training reports should match.

- g) Hours required – obtained from OJT Manual should match the Job Classification
 - h) Date Training Started/Terminated – inserted by the contractor.
 - i) Hours trained for the month – training performed this month on federal aid projects and inserted by a respective week ending date i.e., Sunday.
 - j) Hours to date – all training annotated on report for previous and current month.
 - k) Hours of training remaining – subtraction of total training hours to date from training hours required.
 - l) Trainee wage rate – contractor cites the appropriate wage rate for phase of training.
 - m) Original signatures and dates for respective training period citing trainee, trainer, and Company EEO Officer/Designated Representative
 - n) Every applicable field on the training report is completed.
16. Monthly training reports intended for submission to the MDOT Central Office should cite activities illustrated in the individual training forms received from project personnel. Monthly Training Reports should be submitted to the Project Engineer within fifteen (15) days of the current month with data covering the previous month's activities. However, if monthly training reports are not submitted within this time frame, the Contractor will provide a written explanation to the project engineer citing the reason for the delay. In addition, a copy of this documentation will be provided to the MDOT Office of Civil Rights within ten (10) days of receipt by the Project Engineer.
 17. Retain all EEO records i.e., employment breakdown by race and craft on a project, 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 the FHWA.
 18. 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 Exhibit 8). Contractors are provided with an annual notice for this reporting requirement.
 19. Periodically evaluate the effectiveness of their OJT Programs and trainees' progress within the training program. Based on these evaluations, forward comments/ recommendations through the Project Engineer to Office of Civil Rights for improving or correcting deficiencies in the training program.

OJT CONSTRUCTION CLASSIFICATIONS

Table of Contents

AGGREGATE SPREADER OPERATOR.....	19
AIR COMPRESSOR OPERATOR	20
ASPHAT DISTIBUTOR OPERATOR	21
ASPHALT PAVING MACHINE OPERATOR.....	22
ASPHALT PLANT OPERATOR.....	23
ASPHALT PLANT DRIER OPERATOR.....	24
ASPHALT RAKER.....	25
ASPHALT ROLLER OPERATOR.....	26
AUTOMATIC SUBGADER OPERATOR.....	27
BACKHOE OPERATOR	28
BATCHING PLANT OPERATOR.....	29
BULLDOZER OPERATOR.....	30
CONCRETE PAVING MACHINE OPERATOR.....	31
CONCRETE PAVING FINISHING MACHINE OPERATOR.....	32
CONCRETE PAVING JOINT MACHINE OPERATOR.....	33
CONCRETE PAVING SAW OPERATOR	34
CONCRETE PAVING SPREADER OPERATOR.....	35
CONCRETE PAVER SUBGRADER OPERATOR	36
CONSTRUCTION DRAFTSMAN	37
CONVEYOR OPERATOR	38
CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (LESS THAN 1-1/2 C.Y.).....	39
CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (1-1/2 C.Y. AND OVER).....	40
CRANE OPERATOR (Dragline).....	41
CRUSHER-FEEDER MACHINE OPERATOR	42
CRUSHER FEEDER OPERATOR.....	43
DRILL OPERATOR.....	44
EQUIPMENT MAINTENANCE TECHNICIAN	45
FIELD OFFICE CLERK	47
FIREMAN	48
FORM BUILDER (STUCTURES)	49
FORM SETTER	50
FRONT END LOADER OPERATOR.....	51

GRADE CHECKER	52
GUARD RAIL ERECTOR.....	53
HIGHWAY OR BRIDGE CARPENTER	54
HIGHWAY OR BRIDGE CONCRETE CARPENTER	55
HIGHWAY OR RIDGE IRONWORKER, REINFORCING.....	56
HIGHWAY OR BRIDGE IRONWORKER, REINFORCING FOREMAN	57
HIGHWAY OR BRIDGE IRONWORKER, STRUCTURAL.....	59
HIGHWAY OR BRIDGE PAINTER.....	60
INSTRUMENT PERSON	61
JOINT FILLER.....	62
JOINT SETTER.....	63
LANDSCAPE WORKER.....	64
LOADER OPERATOR (ALL TYPES).....	65
MASON STUCTURE	66
MATERIAL REMIXING DEVICE	68
MECHANIC (HEAVY EQUIPMENT).....	69
MILLING GROUNDWORKER	70
MILLING MACHINE OPERATOR	71
MIXER OPERATOR	72
MOTOR GRADER OPERATOR.....	73
MULCHER OPERATOR.....	74
OILER	75
PILE DRIVER OPERATOR	76
PILE DRIVING FORMAN	77
PIPE LAYER.....	79
POWDERMAN	80
POWER TOOL OPERATOR.....	81
PULVER-MIXER OPERATOR.....	82
PUMPCRETE OPERATOR.....	83
ROLLER OPERATOR (BANK COURSE/EMBANKMENT).....	84
SCRAPER-PAN OPERATOR	85
STABILIZER OPERATOR	86
STONE SPREADER OPERATOR	87
SUBGRADE MACHINE OPERATOR	88
TENDER OPERATOR.....	89
TRACTOR OPERATOR.....	91
TRAFFIC CONTROL SPECIALIST	92
TRENCHING MACHINE OPERATOR.....	93

TRUCK DRIVER..... 94
WEIGHMAN (TRUCK SCALES)..... 95
WELDER..... 96

AGGREGATE SPREADER OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates a machine for the spreading of gravel, stone, or other aggregates for surface treatment by adjusting hopper and strike off blade so that any material spread by spreader may be spread to specific depth. 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):

- I. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- II. **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.
- III. **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.
- IV. **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.....	50 Hours
	A. Safety Procedures	
	B. Observation of Machine in Operation	
	C. Starting, Stopping, and Manipulating Levers for Mowing	
	D. Equipment and Attachments	
II.	Care and Maintenance.....	35 Hours
	A. Safety Procedures	
	B. Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment.....	435 Hours
	A. Selection and Loading of Materials	
	B. Spreading of Stone or other Granular Material On Spreading Sub-base or Base	
Total		520 Hours

AIR COMPRESSOR OPERATOR

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.	Safety 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>
Total		520 Hours

ASPHAT 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 of oil or bituminous liquid 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 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. Safety Operating Procedures	5 Hours
B. Safe Procedures	5 Hours
C. Regulates Valves and Levers to Distribute Oil or Bituminous Liquid for Highway Surfacing	120 Hours
D. Operation of Equipment	<u>805 Hours</u>
Total	1,040 Hours

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 asphaltic concrete 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.	Safety Procedures	5 Hours
B.	Automatic Screed Regulation Indoctrination and Servicing	120 Hours
C.	Operation of Machine	<u>690 Hours</u>
Total		1,040 Hours

ASPHALT PLANT OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Operates asphalt plant to batch, crush, or segregate materials used in construction: Operates controls to heat, dry and mix ingredients such as asphalt, sand, stone, and naphtha 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 (½) 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 (¾) 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 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.	Safety Operating Procedures	10 Hours
B.	Operation of Plant	<u>570 Hours</u>
Total		1,040 Hours

ASPHALT PLANT DRIER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

Operates an aggregate drying drum (a horizontal rotating iron cylinder) of a stationary asphalt plant. Starts fires (oil burners or coal) under drying drum. Controls heat applied to drum by regulating valves on oil burners or adjusting drafts of fires. Stops and starts aggregate loading conveyors and rotation of drum by manipulating hand levers. Ascertains by inspection that aggregates are flowing through drum properly.

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 (½) 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 (¾) 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 Drier and Conveyors in Operation	20 Hours
C.	Starting Drier and Conveyors for Batching	20 Hours
II. Care and Maintenance		
A.	Safety Procedures	10 Hours
B.	Routine Lubrication, Adjusting, and Servicing	80 Hours
III. Actual Operation of Equipment		
A.	Safety Operating Procedures	10 Hours
B.	Drier Regulation, Indoctrination and Operation	100 Hours
C.	Conveyor Starting and Observation	100 Hours
D.	Operation of Drier	<u>370 Hours</u>
Total		720 Hours

ASPHALT RAKER

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.	Safety Operating Procedures	4 Hours
B.	Adjustment of Screed to Regulate Width and Depth of Material	35 Hours
C.	Distribution of Material	<u>395 Hours</u>
Total		520 Hours

ASPHALT ROLLER OPERATOR

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 (½) 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 (¾) 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>
Total		600 Hours

AUTOMATIC SUBGADER OPERATOR

Approximate training time: 18 weeks or 720 ours

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 OPERATOR

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 Pipe laying, etc.)		300 Hours
C. Excavation (For Structures, Footings, etc.)		300 Hours
D. Special Applications and Functions		<u>135 Hours</u>
Total		1,040 Hours

BATCHING PLANT OPERATOR

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 (½) 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 (¾) 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.	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>
Total		520 Hours

BULLDOZER OPERATOR

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 (½) 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 (¾) 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	<u>30 Hours</u>
Total		720 Hours

CONCRETE PAVING MACHINE OPERATOR

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 Concrete, Apportion Water and Time Mixer Cycle	120 Hours
C.	Operation of Machine	<u>690 Hours</u>
Total		1,040 Hours

CONCRETE PAVING FINISHING MACHINE OPERATOR

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
C.	Operation of Machine	<u>690 Hours</u>
Total		1,040 Hours

CONCRETE PAVING JOINT MACHINE OPERATOR

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 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 <u>Hours</u>
Total		520 Hours

CONCRETE PAVING SAW OPERATOR

Approximate training time: 11 Weeks or 40 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>
Total		440 Hours

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 (½) 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 (¾) 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
C.	Operation of Machine	<u>690 Hours</u>
Total		1,040 Hours

CONCRETE PAVER SUBGRADER OPERATOR

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 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 Automatic Template Setting	<u>405 Hours</u>
Total		720 Hours

CONSTRUCTION DRAFTSMAN

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>
Total		1,040 Hours

CONVEYOR OPERATOR

Approximate training time: 11 Weeks or 440 Hours

JOB DESCRIPTION

One who starts or stops a mechanical belt or bucket conveyor for loading or unloading materials used in highway or bridge construction.

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 Conveyor System Controls	25 Hours
II. Care and Maintenance		
A.	Safety Procedures	5 Hours
B.	Routine Lubrication of Conveyor System	40 Hours
III. Actual Operation of Conveyor		
A.	*Moves and Delivers Cold or Raw Material to Storage Including Operation on In-Line Screen Units	140 Hours
B.	Unload Rail Cars	75 Hours
C.	Directs Unloading of Dump Trucks	65 Hours
D.	Proper Storage and Stockpiling of Materials	<u>65 Hours</u>
Total		440 Hours

***Training for understand various types of materials, their use and relationships of job to overall operation as part of basic knowledge needed for future advancement to top quarry or mix plant position.**

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 Pipe laying, etc.)	300 Hours
C.	Excavation (for Structures, Footings, etc.)	300 Hours
D.	Special Applications and Functions	<u>135 Hours</u>
Total		1,040 Hours

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
	Special Applications and Functions – General	350 Hours
	Special Applications and Functions – Bridge	<u>635 Hours</u>
Total		2,080 Hours

CRANE OPERATOR (Dragline)

Approximate training time: 26 Weeks or 1040 Hours

JOB DESCRIPTION

Operates power-driven crane equipped with dragline bucket, suspended from boom by cable that is dragged toward crane to excavate or move sand, gravel, clay or other materials. Moves hand and foot levers to rotate crane and position boom above excavation point, to raise and lower boom, to lower bucket to material, to drag bucket toward crane to excavate or move material, to place bucket over unloading point, and to tilt bucket to release material. May oil, grease, or otherwise service and make necessary adjustments to equipment as required. 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	100 Hours
A.	Safety Procedures	
B.	Observation of Machine in Operation (as a Passenger)	
C.	Starting, Manipulating Levers for Mowing Equipment and Attachments	
II.	Care and Maintenance.....	300 Hours
A.	Safety Procedures	
B.	Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment.....	640 Hours
A.	Safe Operating Procedures	
B.	Trenching Operations for Pipelaying, etc.)	
C.	Excavation (for Structures, Footings, etc.)	
D.	Special Applications and Functions	
Total		1,040 Hours

CRUSHER-FEEDER MACHINE OPERATOR

Approximate training time: 26 Weeks or 1040 Hours

JOB DESCRIPTION

Operates portable stone crusher plant. Starts and stops plant, regulates feeder, installs and adjust screens. May oil, grease, service, and make normal operating adjustments to 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	45 Hours
A.	Safety Procedures	
B.	Observation of Machine in Operation	
II.	Care and Maintenance.....	55 Hours
A.	Safety Procedures	
B.	Routine Lubricating, Oiling, and Servicing	
III.	Actual Operation of Equipment.....	940 Hours
A.	Safe Operating Procedures	
B.	Regulate Feeder, Install, and Adjust Screens	
C.	Operation of Conveyors and Crusher Operation	
	Operation of Crusher	
Total.....		1,040 Hours

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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- 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>
Total		520 Hours

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.	Safety 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>
Total		520 Hours

EQUIPMENT MAINTENANCE TECHNICIAN

DOT NO. 950.382-026

Approximate training time: 52 Weeks or 2,080 Hours

JOB DESCRIPTION

Assembles, sets up, adjusts, and maintains and repairs all types of construction equipment, such as internal combustion engines, air compressors, pumps, concrete mixers, heavy earth moving equipment, rock crushers, paving equipment. He may perform the duties of a welder in repair of 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 Various Equipment	10 Hours
C.	Understanding Basic Function and Preparation of Equipment	10 Hours
	Observation of Tools in Use	20 Hours
II. Care and Maintenance		
A.	Understanding Company Purchase, Receipt, Storage and Issuance Procedures	10 Hours
B.	Learning Key Parts Required	20 Hours
C.	Understanding Use of Parts Catalog/Cost of Parts	15 Hours
III. Shop Functions		
A.	Safety Procedures	5 Hours
B.	Tool Care, Storage and Transportation	20 Hours
C.	Lubrication – Oil, Air, and Fuel Filtration Grease Points and Capacities, Inspection Techniques to Direct Abnormal Condition	40 Hours
	Familiarization – Welding and Burning Equipment and Operation of Lathes, Saws, Shapers, Grinders, and Presses	145 Hours

**** CONTINUATION ****

IV. Engines and Power Trains

A.	Safety Procedures	5 Hours
B.	Injector – Governor – The Operation and Service of Fuel Injector Pumps/Nozzles, and Engine Governors	120 Hours
C.	Water Cooled Engine Rebuild – Assist in the Complete Overhaul and Testing of Gas and Diesel Engines	200 Hours
	Transmissions and Rear Ends – Assist in the Complete Overhaul of the Various Mechanisms Used to Transfer Engine Horsepower to Tractive Effort	230 Hours
	Air Cooled Engines – Assist in the Complete Overhaul of the Various Air Cooled Engines and Their Applications	200 Hours
	Starters, Generators, and Voltage Regulations – Assist in the Complete Overhaul of the Various Starters, Generators, and Voltage Regulators	160 Hours

V. Preventive Maintenance

A.	Safety Procedures	5 Hours
B.	Shop Procedures – Fixed Equipment	75 Hours
C.	Field Procedures – Fixed Equipment	75 Hours
D.	Shop Procedures – Mobile Equipment	75 Hours
E.	Field Procedures – Mobile Equipment	75 Hours

VI. Corrective Maintenance

A.	Safety Procedures	5 Hours
B.	Shop Procedures – Fixed Equipment	75 Hours
C.	Field Procedures – Fixed Equipment	75 Hours
	Shop Procedures – Mobile Equipment	75 Hours
	Field Procedures – Mobile Equipment	75 Hours

VII. Applications of Training

A.	Safety Procedures	5 Hours
B.	Orders, Receives, and Stores Tools and Equipment Under Supervision of Skilled Worker	10 Hours
C.	Draws, Arranges, and Transports Tools and Materials Under Supervision of Skilled Worker	20 Hours
	Participates in Equipment Preparation and Maintenance Under Supervision of Skilled Worker	80 Hours
	Uses Tools of Trade and Performs Related Duties	<u>100 Hours</u>

Total 2,080 Hours

FIELD OFFICE CLERK

DOT NO. 219.137-010

Approximate training time: 18 Weeks or 72 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 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>
Total		720 Hours

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 (½) 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 (¾) 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 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>
Total		520 Hours

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
Total		1,040 Hours

On-the-Job Training Instruction Manual

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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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, and Plumbs Vertically, Sets to Elevation	200 Hours
E.	Checks Forms while Concrete is being Poured	<u>230 Hours</u>
Total		720 Hours

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	<u>75 Hours</u>
Total		720 Hours

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 (½) 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 (¾) 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
	Check Grade and Lines before and after Grading Operations	<u>135 Hours</u>
Total		520 Hours

GUARD RAIL ERECTOR

DOT NO. 869.684-022

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Digs postholes with power driver auger. With post in upright position, pours concrete around base of posts for embedment. Aligns posts using line, verifies vertical alignment with plumb bob or spirit level; attaches fence rail supports to posts assuring the position and alignment of posts and rail is or required measurements and tolerances according to specifications. Paints guard rail. 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 (½) 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 (¾) 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	15 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	270 Hours
D.	Guard Rail Attachment, Painting and Finishing	<u>130 Hours</u>
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>
Total		1,040 Hours

HIGHWAY OR BRIDGE CONCRETE CARPENTER

DOT NO. 853.381-010

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
	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 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>
Total		1,040 Hours

HIGHWAY OR RIDGE 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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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
	Spaces and Wires Reinforcing Rods	<u>225 Hours</u>
Total		720 Hours

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 (½) 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 (¾) 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 Reading50 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
	Assembling, Placing, and Tiring Reinforcing Steel	150 Hours
	Care and Material of Jobsite Security	30 Hours
	Equipment Supervision and Maintenance	30 Hours

**** CONTINUATION ****

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	<u>510 Hours</u>
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 (½) 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 (¾) 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>
Total		1,040 Hours

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 (½) 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 (¾) 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>
Total		520 Hours

INSTRUMENT PERSON

DOT NO. 018.167-018

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

Sets up, adjusts, and operates surveying instruments. Works from engineering plans to establish lines, points and grades for construction purposes; keeps engineering notes and records of data secured. Computes cross sections of work performed for cost or payment purposes. Has full supervision over and directs Rodman or Chair-man; and is responsible for accuracy of this field engineering work. 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. Work as Rodman or Chairman	50 Hours
C. Observation of Instrument Man	40 Hours
II. Applied Techniques of the Trade	
A. Use of the Rod	20 Hours
B. Use of the Chain	20 Hours
C. Use of Surveying Instrument	50 Hours
D. Reading Plans to Establish Lines, Points, and Grades	50 Hours
E. Compute Cross Sections	50 Hours
F. Making Engineering Notes and Recording Data	50 Hours
III. Actual Operations	
A. Use of Surveying Instrument to Establish Lines, Points, and Grades	340 Hours
B. Direct Placement of Stakes	20 hours
C. Supervise Rodman or Chairman	<u>20 Hours</u>

Total 720 Hours
On-the-Job Training Instruction Manual

JOINT FILLER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Fills expansion joints of concrete paving with hot tar or asphalt or cold rubber caulking compound. Heats tar or asphalt d pours melted substance into expansion joints of concrete pavement or applied cold rubber compound to joints, using caulking gun fed with compound through hose from tank or truck by compressed air. May clean, oil, grease or otherwise service and make necessary adjustments to machine 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 (½) 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 (¾) 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	40 Hours
A.	Safety Procedures	
B.	Observation of Operation	
II.	Care and Maintenance.....	40 Hours
A.	Safety Procedures	
B.	Routine Cleaning of Tools	
III.	Actual Operation of Joint Filling.....	440 Hours
A.	Safe Operating Procedures	
B.	Heating Tar or Asphalt and Pouring Melted Material into expansion joints	
C.	Use of Caulking Gun and other Tools of Trade	
Total		520 Hours

JOINT SETTER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates machine for placing pre-molded joint material on concrete paving projects. Assists in transverse bar placement at center joints. Maintains materials for machine operation. May clean, oil, grease, or otherwise service and make necessary adjustments to machines 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	40 Hours
A.	Safety Procedures	
B.	Observation of Machine	
C.	Starting, Stopping, and Manipulating Levers for Moving Equipment and Attachments	
II.	Care and Maintenance.....	40 Hours
A.	Safety Procedures	
B.	Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment.....	440 Hours
A.	Safe Operating Procedures	
B.	Cutting Grooves for Expansion and Contraction Joints	
C.	Depressing Aggregate at Joint	
Total	520 Hours

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 (½) 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 (¾) 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>
Total		520 Hours

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

LOADER OPERATOR (ALL TYPES)

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates a rubber tired or crawler type tractor with an attached bucket on front end. Moves lever and/or pedals to pick up, lower and dump contents of bucket. Machine is used to load materials, excavate, charge batch plants, load trucks. May operate belt or screw type equipment. May oil, grease, and 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 (½) 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 (¾) 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	40 Hours
A.	Safety Procedures	
B.	Observation (as a passenger) of Machine in Operation	
C.	Starting and Manipulating Levers for Moving Equipment and Attachments	
II.	Care and Maintenance.....	40 Hours
A.	Safety Procedures	
B.	Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment.....	440 Hours
A.	Safe Operating Procedures	
B.	Loading Materials	
C.	Excavation	
D.	Charger Hoppers with Materials and Asphalt and Concrete Plants	
E.	Special Application	
Total		520 Hours

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

**** CONTINUATION ****

IV. Checking and Inspection		
A.	Safety Procedures	5 Hours
B.	Conformity with Specifications and Plans	<u>100 Hours</u>
Total		1,040 Hours

MATERIAL REMIXING DEVICE

DOT NO. (Material Transfer Vehicle Operator)

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.	Safety Procedures	5 Hours
B.	Provide Continuous Flow of Mix to Pavers	<u>525 Hours</u>
Total		600 Hours

MECHANIC (HEAVY EQUIPMENT)

Approximate training time: 52 Weeks or 2,080 Hours

JOB DESCRIPTION

Maintains, repairs, and rebuilds to conform to factory specifications, construction equipment, such as internal combustion engines, lightning plants, pumps, air compressors, concrete vibrators, and pneumatic tools. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gages. Replaces defective engines and subassemblies, such as transmissions. Test overhauled equipment to insure operating efficiency. Welds broken parts and structural members. Directs workers engaged in cleaning parts and assisting with assembly and disassembly of 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	45 Hours
A.	Safety Procedures	
B.	Observation of various equipment	
C.	Understanding Basic Function and Preparation of Equipment	
II.	Parts and Tools.....	45 Hours
A.	Understanding Company Purchase, Receipt, Storage and Issuance of Procedures	
B.	Learning key parts required	
C.	Understanding of use of Parts Catalog and Cost of Parts	
III.	Shop Function.....	250 Hours
A.	Safe Operating Procedure	
B.	Lubrication, Oil, Air and Fuel Filtration, Grease Points and Capacities, Inspection Techniques to Detect Abnormal Conditions	
C.	Tool Care, Storage, and Transportation Bituminous Liquid for Highway Surfacing Familiarization, Welding, and Burning Equipment and Operations of Lathes, Saws, Shapers Grinders and Presses	
Total		2,080 Hours

MILLING GROUNDWORKER

Approximate training time: 16 Weeks or 720 Hours

JOB DESCRIPTION

Makes adjustments by setting the depth of rotating cutters while machine is in operation. Services machine periodically throughout the day. More thorough servicing is performed at the beginning and at the end of each workday. 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	40 Hours
A.	Safety Procedures	
B.	Observation of Machine in Operation	
II.	Care and Maintenance.....	300 Hours
A.	Safety Procedures	
B.	Routine Adjusting, Lubricating, and Servicing	
III.	Actual Functions of Ground worker.....	380 Hours
A.	Safety Procedures	
B.	Setting of Cutters to Grade as Required	
Total		720 Hours

MILLING MACHINE OPERATOR

Approximate training time: 26 Weeks or 1040 Hours

JOB DESCRIPTION

Operator must have successfully completed milling ground worker program. Operates machine to remove existing pavement sections up to six feet, three inches wide and up to eight inches deep. Removes existing asphalt by rotating drums which loads materials on trucks. 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	60 Hours
A.	Safety Procedures	
B.	Observation of Machine (as a Passenger)	
II.	Care and Maintenance.....	400 Hours
A.	Safety Procedures	
B.	Routine Adjusting, Lubricating, and Servicing	
III.	Actual Operation of Equipment.....	580 Hours
A.	Safe Operating Procedures	
B.	Removal of Existing Pavement	
C.	Directing Ground Crew as Required	
Total		1,040 Hours

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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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>
Total		1,040 Hours

MOTOR GRADER OPERATOR

DOT NO. 850.663-022

Approximate training time: 26 weeks 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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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.	Safe 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	<u>145 Hours</u>
Total		1,040 Hours

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 Mulching Material	<u>415 Hours</u>
Total	520 Hours

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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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, 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
Total		520 Hours

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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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	<u>100 Hours</u>
Total		1,040 Hours

PILE DRIVING FORMAN

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
	Direct Reading Grades from Engineer's Stakes	50 Hours
	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

**** CONTINUATION ****

Direct Rigging Leads, Hammer, and Jet	150 Hours
Direct Signaling and Guiding Pile and Leads to Point of Driving	100 Hours
Direct Aligning and Plumbing Pile	100 Hours
Direct Cutting Off, Splicing, and Realigning Pile	50 Hours
Direct the Setting Up and Operation of Pile Driving Equipment	<u>100 Hours</u>
Total	1,040 Hours

PIPE LAYER

DOT NO. 869.664-014

Approximate training time: 13 Weeks or 520 Hours

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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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	<u>365 Hours</u>
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 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>
Total	1,040 Hours

POWER TOOL OPERATOR

DOT NO. 729.281-022

Approximate training time: 11 Weeks or 440 Hours

JOB DESCRIPTION

Operates jack hammer, vibrator, tamper, paving breaker, torque wrench, chain saw, etc., employing air, fuel, or current for power. Starts, stops, and services portable air compressor or portable fuel machine. 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 (½) 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 (¾) 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 Jack Hammer, Vibrator, Tamper, Paving Breaker, Torque Wrench, and Chain Saw	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.	Small Power Tools (Jack Hammer, Vibrator, Tamper, Paving Breaker, Torque Wrench, Chain Saw, etc.)	330 Hours
B.	Other	<u>50 Hours</u>
Total		440 Hours

PULVER-MIXER OPERATOR

DOT NO. 859.638-026

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	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	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>
Total	750 Hours

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 Through Rigid Pavement	150 Hours
C. On-the-Job Operation of Discharge Pipe Nozzles	<u>330 Hours</u>
Total	750 Hours

ROLLER OPERATOR (BANK 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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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	5Hours
B.	Rolls Base and/or Embankment to Desired Compaction	<u>450 Hours</u>
Total		520 Hours

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):

- The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 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.
- 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.
- 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>
Total		520 Hours

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.	Safety 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>
Total		720 Hours

STONE SPREADER OPERATOR

DOT NO. 853.663-022

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates any self-propelled equipment on wheels or tracks, which spreads stone or other granular materials. 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	25 Hours
C. Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments	20 Hours
II. Care and Maintenance	
A. Safety Procedures	5 Hours
B. Routine Fueling, Lubricating and Servicing	30 Hours
III. Actual Operation of Equipment	
A. Selection and Loading of Materials	40 Hours
B. Spreading of Stone or Other Granular Materials on Roadway Sub-Base or Base	<u>395 Hours</u>
Total	520 Hours

SUBGRADE MACHINE OPERATOR

DOT NO. 850.663-024

Approximate training time: 26 Weeks or 1,040 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		10 Hours
B. Observation of Machine in Operation		40 Hours
C. Starting and Manipulating Levers for Moving Equipment and Attachments		40 Hours
II. Care and Maintenance		
A. Safety Procedures		5 Hours
B. Routine Fueling, Lubricating and Servicing		50 Hours
III. Actual Operation of Equipment		
A. Safe Operating Procedures		5 Hours
B. Understanding Grading Plan Requirements		100 Hours
C. Observation of Fine Grading Operation		100 Hours
D. Operation of Machine		<u>690 Hours</u>
Total		1,040 Hours

TENDER OPERATOR

DOT NO. 951.685-010

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Tends portable or stationary high pressure boilers that supply heat or power for engines, turbines and steam powered equipment, such as steam shovels, pile drivers, cranes, or industrial processes. Reads gauges and moves controls to maintain specified pressure and water level in boiler.

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 Dredge Tender in Operation	40 Hours
C.	Starting, Stopping and Manipulating Controls	40 Hours
II. Applied Techniques of the Tender Operator		
A.	Safety Procedures, including Emergency Signals and Drills	5 Hours
B.	Study and Learn "Rules of the Road" as Set Forth in U.S. Coast Guard Manual	50 Hours
C.	Care and Maintenance of Engine Clutch, Tail Shaft, and Stuffing Box	100 Hours
D.	Care and Maintenance of Lighting System and Bilge Pumps	100 Hours
E.	Routine Care and Maintenance of Overall Dredges, Tender, Decks, Cabins, Hatches, etc.	100 Hours
F.	Routine Fueling, Lubricating and Servicing	105 Hours

**** CONTINUATION ****

III. Actual Operation of Dredge Tender

A.	Safe Operating Procedures	5 Hours
B.	Operation while Handling Pontoons	200 Hours
C.	Operation while Handling Barges	200 Hours
D.	Special Applications and Functions	<u>90 Hours</u>
Total		1,040 Hours

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>
Total		520 Hours

TRAFFIC CONTROL SPECIALIST

DOT NO. 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 pattern. 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 on 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 Traffic 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 Work Day. Sees the Flag Persons are Properly Trained and Placed on the Job where they will be most effective	300 Hours
	Stays Abreast of any changes Which come about during the day and take necessary steps to effect Suitable Control Procedures	<u>570 Hours</u>
Total		1,040 Hours

TRENCHING MACHINE OPERATOR

DOT NO. 929.683-015

Approximate training time: 26 weeks or 1,040 Hours

JOB DESCRIPTION

Operates wheel type trenching machine, roughly equivalent in size and horse power to an industrial farm tractor. Sets wheel and digs trench to grade. 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		10 Hours
B. Observation of Machine in Operation		50 Hours
C. Starting and Manipulating Levers for Moving Equipment and Attachments		40 Hours
II. Care and Maintenance		
A. Safety Procedures		10 Hours
B. Routine Fueling, Lubricating and Servicing		340 Hours
III. Actual Operation of Equipment		
A. Safe Operating Procedures		10 Hours
B. Excavation for Footings and Removal of Unsuitable Materials		200 Hours
C. Loading and Unloading Materials		130 Hours
D. Trenching for Pipe, etc		100 Hours
E. Hoisting Materials		50 Hours
F. Placement of Beams, Pipe, Girders, Piles, etc.		50 Hours
G. Charge Hoppers with Materials on Asphalt and Concrete Plants		<u>50 Hours</u>
Total		1,040 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>
Total		720 Hours

WEIGHMAN (TRUCK SCALES)

DOT NO. 222.367-066

Approximate training time: 5 ¾ 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 (½) 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 (¾) 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>
Total		230 Hours

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 oxyacetylene 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		<u>180 Hours</u>
Total		1,040 Hours

State of Mississippi 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 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: _____

MDOT Employee Signature _____

Title _____

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

State of Mississippi 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 constractista? _____
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 concniente 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: _____

MDOT Employee Signature _____

Title _____

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

Definitions

The following words will be frequently used within the section entitled “General Program Guidelines” and require definition to facilitate better understanding by the user of this manual.

Construction – has the meaning of set forth in 23 U.S.C. 101(a) and is inclusive of all expenses or functions incidental to construction including preliminary engineering work in project development or engineering services performed under contract or purchase order for a STA.

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.

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

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 is capable of performing all the duties within a craft.

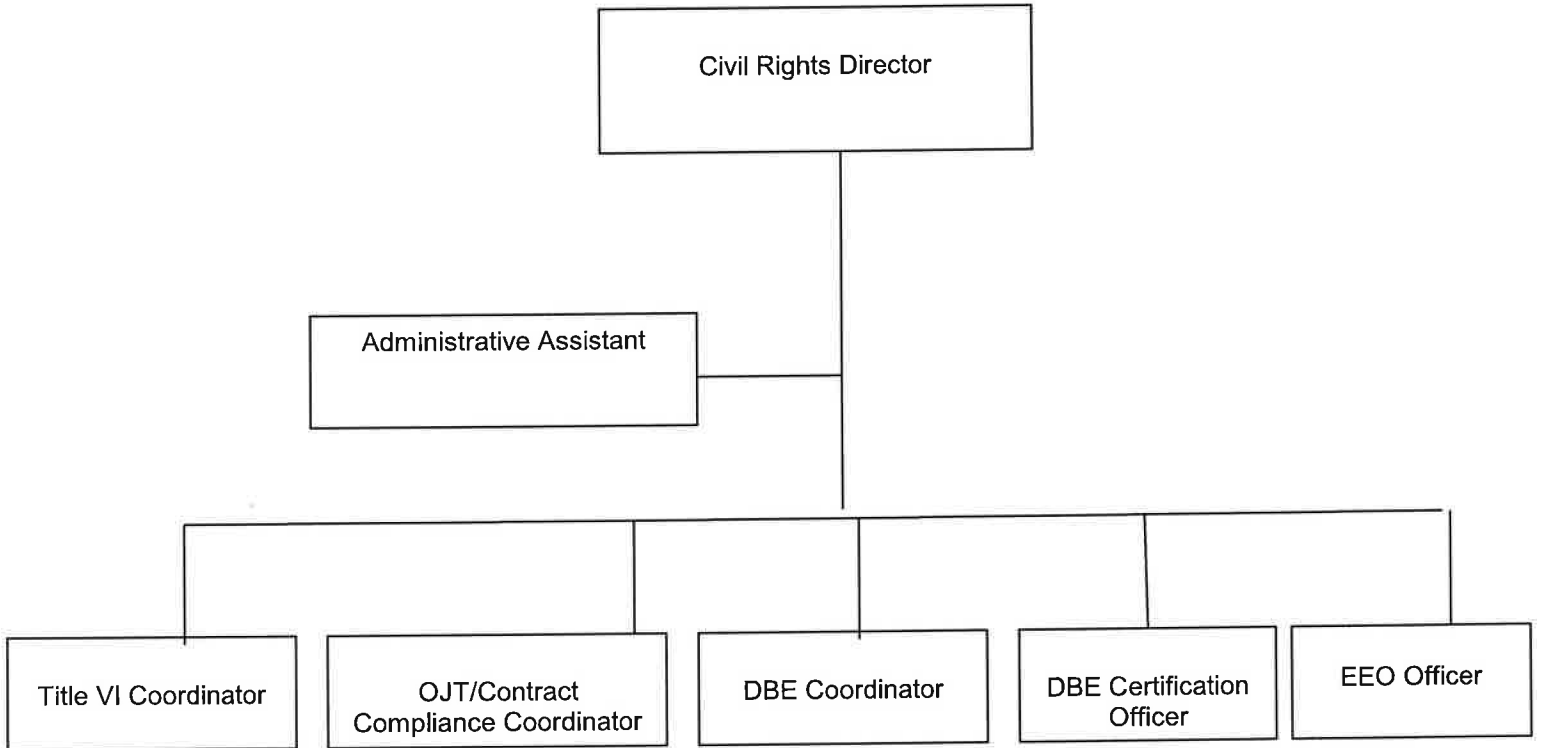
Minority – an individual who appears to belong or is regarded as in the community as belonging to generally recognized racial/ethnic minority groups in the U.S., identified as African Americans, Hispanics, American Indians, Asian-Pacific Americans, and sub-Continent Asian and Pacific.

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 is receiving on-the-job training.

APPENDIX A

OFFICE OF CIVIL RIGHTS ORGANIZATION CHART



APPENDIX B



MISSISSIPPI DEPARTMENT OF TRANSPORTATION
ON-THE-JOB TRAINING PROGRAM
TRAINEE ENROLLMENT FORM

PLEASE PRINT OR TYPE

Contractor: _____

EEO Contact: _____ Telephone No: () _____

Trainee Name: _____

Address: _____
Last First Middle
Street/PO

Telephone No: () _____ City State Zip Code
Emergency Telephone No: () _____

Date of Birth: _____ Economically Disadvantaged

Driver's License No: _____ State: _____

Race: [] Black [] American Indian [] Hispanic [] White Other [] Asian

Sex: [] Male [] Female Status: [] New Hire [] Upgrade

Classification: _____ No. Hours: _____ Start Date: _____

Check One: [] OJT Project No. _____

I hereby certify that I have received a copy of my training program and a representative of the contractor has explained the program to my full understanding. Also, I have not successfully completed a training course leading to journey status in this classification or ever been employed as a journey person in this classification.

Trainee Signature: _____ Date: _____

I hereby certify that I have presented this employee with a copy of his/her training program and have explained the program to his/her full understanding. To the best of my knowledge this employee has not successfully completed a training program leading to journey status in this classification or ever been employed as a journey person in this classification.

Contractor Representative Signature: _____

Title: _____ Date: _____

Distribution List

- 1. Contractor provide copy to Project Engineer no later than 60 days after notice to proceed.
2. Project Engineer keep copy and forward original to Office of Civil Rights (62-03) with 10 days of receipt from contractor.



MISSISSIPPI DEPARTMENT OF TRANSPORTATION
ON-THE JOB TRAINING PROGRAM
TRAINEE GRADUATION/TERMINATION FORM

PLEASE PRINT OR TYPE

Contractor: _____

MDOT Project No. _____

EEO Contact: _____ Tel No: () _____

Trainee Name: _____
Last First Middle

Classification: _____

Tel. No. () _____

REASON FOR TERMINATION

- Construction phase completed
Death
Fired (Please explain below)
Illness/health problems
Lack of transportation and/or travel distance
Military duty
Other (Please explain below)
Personal
Quit to work for another company
Relocated
Termination Date: #Required Hrs #Hrs Completed
Graduation Date: #Required Hrs #Hrs Completed

Please provide comments: _____

Contractor Representative Signature: _____

Title: _____ Date: _____

Distribution List

- 1. Contractor provide copy to Project Engineer (Refer to OJT Program Manual for information on trainee replacement)
2. Project Engineer keep copy and forward original to Office of Civil Rights (62-03).



**MISSISSIPPI DEPARTMENT OF TRANSPORTATION
ON-THE JOB TRAINING PROGRAM TRAINEE
MONTHLY REPORT**

PLEASE PRINT OR TYPE

Company Name: _____

Month Reporting: _____
Due by 5th for previous month's training

Trainee Name: _____
Last First Middle

Job Classification: _____ Wage Rate: _____

Project Number: _____ County: _____

Date Training Began	
Hours required for job classification	
Previously earned hours toward classification	
Hours earned in this month toward classification	
Total hours earned	

Progress of Trainee: Excellent Very Good Good Below Good

Please provide comments:

Signature of person responsible for company training programs:

Signature _____ Title: _____ Date _____

Distribution List

- 1. Contractor provides copy to Project Engineer no later than the 5th day of current month covering pervious months activities.*
- 2. Project Engineer keep copy and forward original to Office of Civil Rights (62-03) with 10 days of receipt from contractor.*

**MISSISSIPPI DEPARTMENT OF TRANSPORTATION
ON-THE-JOB TRAINING PROGRAM
TRAINEE SCHEDULE FORM**

PLEASE PRINT OR TYPE

Project No. _____ Federal Aid No. _____

County _____ No. Of Trainee(s) Assigned _____

Contractor _____ Telephone () _____

Address _____

City _____ State _____ Zip _____

APPROVED TRAINING PROGRAM TO BE USED:

Company Program MSDOT Program Other (Please Explain)

Contract Calendar Year _____

NUMBER OF TRAINEES	CLASSIFICATION	ESTIMATED STARTING DATE (M/Y)	REQUIRED HOURS

Contractor Representative Signature: _____

Title: _____ Date: _____

Approved By OJT Coordinator _____ Date: _____

Distribution List

1. Contractor provide copy to Project Engineer no later than 60 days after notice to proceed.
2. Project Engineer keep copy and forward original to Office of Civil Rights (62-03) with 10 days of receipt from contractor.

APPENDIX C

SPECIAL PROVISION NO. 906-9

Training Special Provision

This Training Special Provision supersedes subparagraph 7b of the Special Provision entitled "Specific Equal Employment Opportunity Responsibilities," (Attachment 1), and is in implementation of 23 U.S.C. 140(a). Additional information regarding On-The-Job Training (OJT), Forms, and *Exhibits* are available at the following website.

<http://www.gomdot.com/Divisions/CivilRights/Resources.aspx>

As part of the Contractor's equal employment 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 to be trained under this special provision will be as indicated in the bid schedule of the contract.

In the event that a Contractor subcontracts a portion of the contract work, the Contractor shall determine how many, if any, of the trainee hours are to be trained by the Subcontractor, provided, however, that the Contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The Contractor shall also ensure 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 State transportation agency for approval an OJT Trainee Schedule Form indicating the number of trainees to be trained in each selected classification, training program to be used and start date of training for each classification. Furthermore, the Contractor shall provide a Trainee Enrollment Form for each trainee enrolled. The Contractor will be credited for each trainee employed on the contract work who 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, women, and disadvantaged individuals toward journeymen status is a primary objective of this Training Special Provision. Accordingly, the Contractor shall make every effort to enroll minority, women, and disadvantaged individuals (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 they take in pursuance 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/she has successfully completed a training course leading to journeyman status or in which he/she 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 State highway agency and the

Federal Highway Administration. The State transportation agency 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 construction crafts rather than clerk-typists or secretarial-type positions.

Except as otherwise noted below, the Contractor will be reimbursed \$5.00 per hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training persons 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 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 failure to provide the required training 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 training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in the work classification or until the trainee has completed the training program. It is not required that all trainees be on board for the entire length of the contract. A Contractor's responsibility will have been fulfilled under this Training Special Provision if the Contractor 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 Departments 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 being followed in providing the training. The Contractor shall provide each trainee with a certificate showing the type and length of training satisfactorily completed.

The Contractor will provide for the maintenance of records and furnish periodic reports to include an OJT Trainee Monthly Report form and an OJT Trainee Termination Report form when appropriately documenting performance under this Training Special Provision.

Contractor Responsibilities:

1. Provide On-the-Job Training aimed at developing the full journey level in the type of trade or job classification involved. Although training under this contract is not limited to minorities, females, and disadvantaged individuals, contractors should be aware that one of the primary objectives of the training program is to increase the participation and skills of minorities, females, and disadvantaged individuals in highway construction.

A disadvantaged individual would be considered individuals that fall at or below the Federal Poverty Line; a one-person household income of \$15,060, two-person household income of \$20,440, three-person household income of \$25,820 and a four-person household income of \$31,200. Individuals who qualify for TANF or SNAP benefits would also be considered disadvantaged.

2. Contractors must exert good faith efforts to comply with the Equal Employment Opportunity contract requirements governing recruitment and upgrading when seeking to fill vacancies in the work force and select candidates for the training program. Accordingly, the contractor shall make every effort to enroll minority trainees, women, and disadvantaged individuals (e.g., conducting systematic and direct recruitment through public and private sources likely to yield minority, women, and disadvantaged trainees) to the extent that such persons are available within a reasonable area of recruitment. Adequate documentation of good faith efforts should be maintained and submitted to the Civil Rights Division, Contract Compliance/OJT Coordinator when requested.
3. No employee shall be employed/assigned as a trainee in any classification in which he/she has successfully completed a training course leading to journey level status or in which he/she has been employed as a journey person. The contractor shall satisfy this requirement by completing the OJT Trainee Enrollment Form for each potential trainee. The completed form shall be submitted to the Office of Civil Rights for review and approval.
4. 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.
5. 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, women and disadvantaged individuals toward journey level status is a primary objective of the Training Special Provision.
6. Prior to commencing construction (no more than 60 days from the date of notice to proceed), the contractor shall submit to the State Transportation Agency (MDOT) for approval the Trainee Schedule Form indicating the number of trainees to be trained in each selected classification and any appropriate attachments representing their training program

or OJT Plan (See Exhibit 1) to be used. The contractor shall also submit Trainee Enrollment Forms for each trainee to be trained (See Exhibit 2). Contractors should submit the above-mentioned forms as their OJT Plan to the Project Engineer who will in turn forward on to the Office of Civil Rights for Approval.

7. Designate and make known at the preconstruction conference to the Office of Civil Rights and the Project Engineer 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. These individuals should have the authority to sign monthly trainee enrollment/time reports.
8. Implement the EEO policy and contractual responsibilities to provide equal employment opportunity in each grade and classification of employment. To ensure 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.
 - b) Ensure that supervisors brief all employees, which includes trainees, on company EEO Policies.
9. Utilize the following procedures to request additional training classifications not presently approved by the STA or Department of Labor Office of Apprenticeship for assignment to the OJT for training.
 - 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 already is a “journeyman”.
 - b) If a classification is not on the “Wage Determination” included in the contract, a written request for an additional classification should be submitted by the contractor to the Project Engineer.
 - c) Preferably, the request (written) should originate in the Project Office so that they will know that the contractor has applied for the classification needed and that payrolls will not be delayed. The Project Office will ensure that they have been given the project number, contractor, subcontractor, craft, and rate and will submit it to the Office of Civil Rights.

For documentation purposes it is recommended to the contractor that the request for additional classifications should be written and addressed to the Office of Civil Rights that states in a concise manner the need for the new classification in lieu of using an existing classification within the OJT Manual. In addition, the training program with required hours and job description similar to the OJT Manual.

- d) After receipt of the Request for Additional Classification, the OJT Coordinator will:
 1. Review for preliminary approval and submit a new Trainee Schedule Form to the contractor for signature.
 2. Upon receipt of the signed form from the Project Office/Contractor, a cover letter is attached to the appropriate documentation. The cover letter and documentation are transmitted to the Department of Labor (DOL) in Washington D.C. requesting concurrence of the new classification.
 - e) If an individual is hired for the requested classification during the time frame when the STA (OJT Coordinator) is awaiting approval, the individual will be paid at the proposed wage rate.
 - f) If the DOL does not agree with the proposed classification and wage rate, the DOL will decide on the appropriate wage rate for the classification. The OJT Coordinator will make a copy of the letter and attach a cover letter which cites the recommendation and rationale for the disapproval.
 - g) If the DOL approves the request, a letter will be sent to the STA (OJT Coordinator) citing approval and the accompanying wage rate. The OJT Coordinator 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 "paper copies" listed at the end of the cover letter.
10. Begin training as soon as possible after the start date indicated on the Trainee Schedule Form for work utilizing the skill involved. In addition, if training does not begin at the preceding time, a written explanation will be given to the 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.
11. After commencement of work at the project site, the Contractor shall implement the following Trainee Wage Rates according to the Davis Bacon rules:
- a) Normally, trainees are paid a percentage of journeyman's wages (Davis Bacon rates). The following payment plan is required in the FHWA Training Special Provision:
 - 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.

The wage rates above apply 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 these supplemental specifications.

12. Indicate on the payroll records the trainee i.e., roller operator trainer for a given classification.
13. Recruit a replacement for the trainee when training obligations have not been met on a project provided that there are enough work hours remaining on the project as well as time within the work phase to complete training. Contractors will document in writing all Good Faith Efforts (GFE) in accordance with FHWA Form 1273 Section II 4a- 4e Recruitment and 6a-6d Training and Promotions) (See Exhibit 9). The contractor must submit to Project Engineer documentation of his GFE efforts made to hire replacements for trainees who terminated their training program. The GFE will be compiled into a letter which is attached to the MDOT Monthly Training Report and submitted to them along with an MDOT Termination Report (See Exhibit 4) that includes the names/reasons of individuals who separated from the company during the respective reporting period. The GFE will be evaluated to determine if it is sufficient or insufficient. If the GFE is deemed insufficient a contract compliance review will be scheduled to determine the contractor's compliance with the Training Special Provision. The Project Engineer will forward documentation to the Office of Civil Rights with five (5) days of receipt.
14. Transferring trainees from one federal-aid project to another:
 - a) Contractors are to make written requests for transferring trainees from one federal-aid project to another federal aid project and submit them to the Project Engineer to be forwarded to the Office of Civil Rights for review and approval.
 - b) In addition, 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., written letter that the gaining project will have sufficient work time to complete training requirements.
 - c) All hours trained by employees on a project other than their 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.
15. Utilize and submit monthly trainee reports (See Exhibit 3) to document training activities to the respective project engineers. Monthly training reports 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
 - d) County – self explanatory
 - e) Trainee Name
 - f) Job Classification/Hours Required – obtained from OJT Manual- certified payrolls and training reports should match.
 - g) Hours required – obtained from OJT Manual should match the Job Classification
 - h) Date Training Started/Terminated – inserted by the contractor.
 - i) Hours trained for the month – training performed this month on federal aid projects and inserted by a respective week ending date i.e., Sunday.
 - j) Hours to date – all training annotated on report for previous and current month.
 - k) Hours of training remaining – subtraction of total training hours to date from training hours required.
 - l) Trainee wage rate – contractor cites the appropriate wage rate for phase of training.
 - m) Original signatures and dates for respective training period citing trainee, trainer, and Company EEO Officer/Designated Representative
 - n) Every applicable field on the training report is completed.
16. Monthly training reports intended for submission to the MDOT Central Office should cite activities illustrated in the individual training forms received from project personnel. Monthly Training Reports should be submitted to the Project Engineer within fifteen (15) days of the current month with data covering the previous month's activities. However, if monthly training reports are not submitted within this time frame, the Contractor will provide a written explanation to the project engineer citing the reason for the delay. In addition, a copy of this documentation will be provided to the MDOT Office of Civil Rights within ten (10) days of receipt by the Project Engineer.
17. Retain all EEO records i.e., employment breakdown by race and craft on a project,

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 the FHWA.

18. 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 Exhibit 8). Contractors are provided with annual notice for this reporting requirement.
19. Periodically evaluate the effectiveness of their OJT Programs and trainees' progress within the training program. Based on these evaluations, forward comments/recommendations through the Project Engineer to Office of Civil Rights for improving or correcting deficiencies in the training program.