LPA

Local Public Agency

On-the-Job Training Program

Manual

External EO and OJT
South Carolina Department of Transportation
PO Box 191, Columbia, SC 29201
Updated 9/9/2019

South Carolina
Department of Transportation

Dear Local Public Agency (LPA)/Consultant/Contractor:

I would like to thank you for engaging in business opportunities with the South Carolina Department of Transportation (SCDOT). As you are aware, some federal-aid LPA projects will include Training Special Provision (TSP) requirements, in which the contractor is responsible for training a certain number of employees in a construction-related field throughout the duration of the project.

In an effort to assist you with administering and/or implementing the TSP requirements on LPA projects, SCDOT has developed a standardized LPA On-the-Job Training Program Manual. All contractors working on federal-aid LPA projects in the state of South Carolina will utilize this manual when fulfilling TSP requirements. All LPAs/Consultants will also be responsible for utilizing this manual when monitoring contractor compliance with TSP requirements on LPA projects. SCDOT developed this manual as a convenience for LPAs/Consultants and contractors; and I hope you will find it very useful.

I appreciate your cooperation in implementing these training programs. If you have any questions, please contact Lekia Richards, External EO & OJT Program Coordinator, by telephone at 803-737-6428 or by e-mail at RichardsLA@scdot.org.

Again, thank you for working with our agency to enhance the transportation system in South Carolina.

Sincerely,

Barbara D. Beagles

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AFFIRMATIVE ACTION EMPLOYER

Key Points for Quick Reference

TRAINING SPECIAL PROVISION (TSP) REQUIREMENTS

- The following items should be submitted directly to the Local Public Agency (LPA)/Consultant:

  - LPA Annual Update Form
  - LPA Initial Training Schedule(s)
  - LPA Enrollment Form(s)
  - LPA Monthly Training Status Reports
  - LPA Trainee Termination Reports
  - LPA Training Certificates
  - LPA Request for Payment Form

- Trainees should **not** begin accumulating training hours until his/her enrollment has been approved by the SCDOT EO/OJT Program Coordinator or designee.

- On each project, the following guidelines are used for evaluating the eligibility of trainees:

  - 60-70% must be in at least one of the following categories: women, minority, or economically disadvantaged (as defined in the *SCDOT LPA OJT Manual, pg. 25)*

  - 50% or more should be "new hires"- defined as someone who has been employed with the firm for 6 months or less

- The forms and reports in this manual may be reproduced for your use; and electronic copies are also available by e-mail or on the website at http://www.scdot.org/business/bus-development-equal-opportunity.aspx.

- Reimbursement for training will not be made until all training requirements have been met or work on the project is complete, whichever occurs first.

- Evaluation of whether or not the TSP requirements have been met are determined by if the number of people listed in the TSP section of the contract have been trained, NOT if the number of hours listed in the line item section of the contract have been completed.

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JOB CLASSIFICATIONS AND TRAINING OUTLINES

Asphalt Distributor .....1040 hours
Asphalt Laydown.....520 hours
Asphalt Paver .....1040 hours
Asphalt Plant Maintenance Person.....2080 hours
Asphalt Plant Operator.....1040 hours
Automatic Fine Grader .....720 hours

Backhoe Operator .....720 hours
Bridge Worker.....720 hours
Bulldozer - General .....720 hours
Bulldozer - Utility .....720 hours

Carpenter - Bridge .....2080 hours
Carpenter - Lead.....2080 hours
Carpenter - Road .....1040 hours
Carpenter Helper-Bridge.....1040 hours
Cold Feed Attendant (Asphalt Plant) .....520 hours
Concrete Finisher .....1040 hours
Concrete Finishing Machine Operator .....1040 hours
Concrete Paver Operator .....1040 hours
Concrete Plant Operator .....1040 hours
Concrete Saw Operator .....1040 hours
Concrete Spreader Operator .....1040 hours
Concrete Technician .....520 hours
Construction Field Office Assistant .....720 hours
Crane, Dragline, and Shovel Operator - Over 1 Yard .....2080 hours
Crane, Dragline, and Shovel Operator - 1 Yard and Under .....1040 hours
Crane Operator - Hydraulic.....1010 hours
Crusher Feeder .....1040 hours
Curb and Gutter Builder .....1040 hours
Curb Machine Operator .....520 hours

Drill Operator .....1040 hours

Electrician - Bridge.....2080 hours
Electrician - Technician.....520 hours
Erosion Control.....520 hours
Erosion Control Technician.....520 hours

Fence Erector .....520 hours
Foreman – Bridge Construction .....2080 hours
Foreman – Grading .....2080 hours
Foreman – Highway Construction .....2000 hours
Foreman – Paving .....2080 hours
Form Grader .....520 hours
Formsetter Bridge .....730 hours
Formsetter Road .....720 hours

GPS Operator .....520 hours

Gradall Operator .....1040 hours
Grade Checker .....520 hours
Grading Technician.....520 hours
Greaser / Oil .....1040 hours
Guardrail Erector.....720 hours

Hydro Seeder Operator.....520 hours

Instrument Engineer .....520 hours
Ironworker – Reinforcing .....720 hours
Ironworker – Structural .....720 hours
Irrigation Installer .....520 hours

Joint Seal Installer.....520 hours

Lab Technician.....1040 hours
Landscape Worker.....520 hours
Loader Operator .....520 hours
Lute Person / Asphalt Raker ..... ******New Hire Trainee Only******.....520 hours

Mason .....1040 hours
Mason Helper .....520 hours
Mechanic .....2080 hours
Milling Machine Ground Person.....1040 hours
Milling / Planning Machine Operator .....1040 hours
Motor Grader Operator – Fine Grade .....1560 hours
Motor Grader Operator – Rough Grade .....1040 hours

Office Computer Technician .....600 hours

Painter – Bridge .....720 hours
Painter – Roadway .....720 hours
Piledriver Leadsperson .....1040 hours
Piledriver Operator.....720 hours
Pipelayer .....520 hours
Power Tool Operator .....720 hours

QC Technician – Plant Lab.....1040 hours
QC Technician – Roadway .....1040 hours

Rodperson ..... ******New Hire Trainee Only******.....230 hours
Roller Operator – Finish .....1040 hours
Roller Operator – General .....1040 hours
Roller Operator – Soil / Subbase Compaction .....520 hours

Safety Boat Operator .....620 hours
Scraper .....520 hours
Screed – Asphalt .....520 hours
Sign Erector.....1040 hours
Slip-Form Paver Operator.....720 hours
Stabilizer Operator / Road Mixer Operator.....520 hours

Stone Spreader Operator .....520 hours
Superintendent - Grading.....2000 hours
Survey Office Technician.....520 hours

Track Hoe / Excavator Operator .....1040 hours
Tractor Operator – Crawler .....520 hours
Tractor Operator – Utility .....520 hours
Traffic Control Specialist .....720 hours
Traffic Control Technician.....520 hours
Transfer (Shuttle Buggy) Machine Operator .....720 hours
Trench Trimmer-Fine .....740 hours
Trenching Machine Operator .....1040 hours
Truck Driver – Concrete .....1040 hours
Truck Driver – Fuel and Lubricant Service.....1040 hours
Truck Driver – Heavy Duty .....1040 hours
Truck Driver – Multi-Rear Axle .....1040 hours
Truck Driver – Single-Rear Axle .....520 hours

Water Wagon.....520 hours
Weigher – Truck Scales..... ******New Hire Trainee Only***.....*230 hours
Welder .....1040 hours

Goals for On-the-Job Training

The goals of the South Carolina Department of Transportation On-the-Job Training Program (SCDOT OJT Program) as it relates to LPA projects are as follows:

a. To increase the number of trained employees working in highway construction.

b. To provide a training program that contractors may utilize for meeting general OJT requirements, as described in FHWA Form 1273 "Supplemental Provisions - Required Contract Provisions Federal Aid Construction Contracts."

c. To be used as a structured program for meeting the Training Special Provision requirements, as described in 23 CFR Part 230 and outlined in the "Specific Equal Employment Opportunity Responsibilities Training Special Provisions" section of applicable federal-aid projects. Hereafter, the abbreviation "TSP" will be used to reference guidelines/procedures required for fulfillment of Training Special Provision requirements.

If any significant changes are made to the LPA OJT Manual, SCDOT will immediately notify all relevant contractors of these changes. Local Public Agencies/Consultants and contractors should also frequently check the SCDOT website (http://www.scdot.org/business/bus-development-equal-opportunity.aspx) to ensure that the most recent version of the LPA OJT Manual is being utilized.

SCDOT On-the-Job Training Personnel

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Procedures for

TRAINING SPECIAL PROVISION (TSP)

Requirements

NOTE:
This section includes guidelines for when On-the-Job Training is being implemented in fulfillment of TSP requirements on applicable LPA federal-aid projects.

1. On-the-Job Training Annual Update:

a. All prime and applicable subcontractors working on federal-aid projects that include TSP requirements need to download a copy of the LPA On-the-Job Training Program Manual, hereafter referred to as the "LPA OJT Manual", from the SCDOT website (http://www.scdot.org/business/bus-development-equal-opportunity.aspx).

Note: Please ensure that the "LPA" version of the SCDOT OJT Manual is being utilized for LPA projects.

b. Each contractor must designate someone within the company as the person primarily responsible for the administration and coordination of the OJT Program, hereafter referred to as the "Company OJT Coordinator." The name and title of this person must be submitted to the LPA/Consultant as part of the annual update and whenever there is a change in personnel.

c. All persons (both office and field employees) involved with the company's training program should be provided a copy of the LPA OJT Manual so that they may familiarize themselves with the procedures and guidelines.

d. When the company initially begins utilizing the LPA OJT Manual, and again by the standard annual update deadline (*an official request will be forwarded by the LPA/Consultant*), a signed copy of the "LPA On-the-Job Training Program - Annual Update Form," Form A-04 (pgs. 14-16) must be submitted to the LPA/Consultant. The LPA/Consultant will then forward a copy of the "LPA On-the-Job Training Program - Annual Update Form" to the SCDOT EO/OJT Program Coordinator. Submission of this form covers all projects on which the contractor is/will be training for the entire year.

2. The Initial Training Schedule for a Project:

a. A plan must be prepared for how the training slots will be filled on each specific project, although it may be necessary to make changes throughout the duration of the project.

i. The trainees will be distributed among the work classifications on the basis of the company's needs and the availability of skilled workers in the various classifications within a reasonable area of recruitment.

ii. The prime contractor may choose to have a subcontractor fill all or some of the training slots. (For further explanation of this process, please see "When a Subcontractor Does Some of the Training", pg. 11.)

b. The Initial Training Schedule should be submitted on the "LPA On-the-Job Training - Initial Training Schedule", Form B-04 (pgs. 17-19).

c. The "LPA On-the-Job Training - Initial Training Schedule" form should be submitted directly to the LPA/Consultant, who will forward a copy to the SCDOT EO/OJT Program Coordinator for approval. To expedite the process, this information may be faxed, scanned, or e-mailed. A hard copy is not necessary.

d. Once approved by the SCDOT EO/OJT Program Coordinator, a copy of the approved "LPA On-the-Job Training - Initial Training Schedule" form will be mailed to the LPA/Consultant, who will notify the prime contractor of approval.

e. <u>According to federal guidelines, the Initial Training Schedule must be approved by SCDOT prior to work beginning on the project.</u> *(23 CFR Part 230)*

f. During the course of the project, a request for changes to the "LPA On-the-Job Training - Initial Training Schedule" form must be submitted to the LPA/Consultant. Revisions should be submitted on the "LPA On-the-Job Training - Initial Training Schedule" form and marked "Revised", along with the revision number.

3. **Trainees:** Recruitment, Selection, Transfers, Compensation, and Responsibilities

a. *<u>Recruitment of Trainees</u>*

i. When a Project Manager (the person with daily oversight of the on-site operations) has openings for trainees, he/she will recruit and interview prospective persons for these training assignments.

(1) The employer may counsel existing employee(s) regarding the availability of the OJT Program, if they have shown interest and are eligible of being "upgraded".

(2) Both the Project Manager and the company's Home Office are responsible for developing and maintaining working relationships with resources for recruiting trainees, especially those that can refer women or minority persons. These resources shall include, but not be limited to, the following: local employment offices, public schools, local community action programs, other federal training programs, and other local minority group or women organizations/recruitment sources.

ii. In the event that a prospective trainee cannot be trained on a specific TSP project, the Project Manager will refer the necessary information to the company's home office for screening and possible use on another TSP project.

b. *<u>Selection of Trainees</u>*

i. **"Women" / "Minority" / "Disadvantaged":** 60-70% of the trainees on each project should be women, minorities and/or disadvantaged individuals (as defined in the *<u>LPA OJT Manual</u>, pg. 25*)

ii. **"New Hire" / "Upgrade":** Of the total number of trainees on a project, at least 50% of the trainees should be individuals who are considered "New Hires" for the company.

(1) A "New Hire" trainee is someone who has been employed with the company for 6 months or less. This would include anyone who has been working with the company for 6 months or less, as well as someone who has been hired specifically for the purpose of being a trainee on the project. The remaining trainees (up to 50%) may be established unskilled employees eligible to be upgraded.

(2) An "Upgrade" trainee is someone who has worked for the company for more than 6 months, either in the same capacity that entire time, or in a variety of lower skilled positions.

iii. **"New Hire Only" Classifications:** Because of the low skill level required in the following classifications, these classifications, and any others labeled "*** New Hire Trainee Only***" must be filled by a "New Hire" trainee:

(a) Lute Person / Asphalt Raker

(b) Rodperson

(c) Weigher-Truck Scales

iv. **Restricted from OJT Training:** No person shall be enrolled for training <u>under this program</u> in any classification in which he/she has:

(1) Completed a training course leading to full-fledged industry standards for that classification,

(2) Been employed and paid as an employee capable of full-fledged industry standards for that classification, OR

(3) A significant amount of previous experience in the proposed training classification.

v. **Temporary Employees**: Persons performing work as a temporary employee are ineligible to participate in the OJT Program as part of contractor's fulfillment of the TSP requirements.

vi. **Discrimination:** This training program is not intended, and shall not be used, to discriminate against any applicant for training, whether he/she is a member of a minority group or not. The contractor is allowed to train any new or existing employees; however, in order for training to count towards the TSP requirements on a project, the guidelines set forth in this section must be met.

c. *<u>Enrollment of Trainees</u>*

i. Trainees may not accumulate training hours until <u>after</u> their enrollment has been approved by the SCDOT EO/OJT Program Coordinator.

ii. The "OJT Trainee Enrollment Form" includes two pages, which may be printed front and back or as two separate pages:

(1) The first page requests general information about the person seeking to be enrolled in training. Please reference the "LPA On-the-Job Trainee Enrollment Form", Forms C-04 English ***and*** Spanish (pgs. 20-*24).*

(2) The second page lists the requirements for SCDOT's "Definition of Disadvantaged". This definition should be used by all applicants when deciding whether to check "yes" or "no" regarding their disadvantaged status. (Please reference pg. 25).

iii. Prior to when an employee is expected to begin training, a signed "LPA On-the-Job Trainee Enrollment Form" must be submitted directly to the LPA/Consultant. Enrollment forms may be faxed or scanned/e-mailed in order to expedite processing. The LPA/Consultant will review, sign, and forward the enrollment form to the SCDOT EO/ OJT Program Coordinator for approval.

(1) All information must be completed on the "LPA On-the-Job Trainee Enrollment Form".

(2) All signatures and initials must be included on the "LPA On-the-Job Trainee Enrollment Form".

iv. Approval for a trainee is given on a project-by-project basis.

d. *Compensation of Trainees*

i. The company will pay, at a minimum, the wage rate as listed below:

(1) 60% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the first half of the training period.

(2) 75% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the third quarter of the training period.

(3) 90% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the last quarter of the training period.

(4) 100% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, once the training is completed. *It is the contractor's responsibility to adhere to the local minimum wage rates in accordance with the Davis-Bacon Act. More information regarding the Davis-Bacon Act can be found at http://www.dol.gov/whd/govcontracts/dbra.htm.*

NOTE: In NO instance shall a trainee be paid less than the federal minimum wage.

ii. The contractor will provide the same workweek and overtime benefits for the trainee as are provided for skilled operators and craftsmen.

e. *The Trainee's Responsibilities to the Employer:* The trainee must be notified that he/she has the following responsibilities while he/she is enrolled in the training program. It is recommended, though not required, that the trainee sign a copy of the following statements at the time he/she is enrolled as a trainee:

> I, as a trainee enrolled in the SCDOT LPA OJT Program, shall consider myself as an employed worker, which means I will:
>
> - Perform diligently and faithfully the work of the classification and other pertinent duties assigned to the trainee in accordance with the provisions of the training schedule.
> - Respect and protect the property and equipment of the company.
> - Abide by the working rules and regulations of the company.
> - Develop safe working habits, including conducting myself in such a manner that will assure my own safety and the safety of all co-workers.
> - Conduct myself in a creditable, ethical, and moral manner, realizing that much time, money, and effort is spent to afford me an opportunity to become a skilled worker.
> - Notify my immediate supervisor if anything should happen that will adversely affect my employment, training, or when a change in my training status is anticipated.

4. **Responsibilities of the Employer:** Home Office, Field Project Manager, The Trainer, and the Training Process

a. *The Home Office*

i. The Project Manager and Home Office shall attempt to follow up on all trainees who voluntarily quit the training program in an effort to determine the trainee's reason for leaving. If corrective action(s) is needed, the contractor will take the necessary steps to eliminate any pattern(s) and/or common factor(s) which may impact a trainee's decision to not continue the training program.

ii. The contractor will provide continuous employment for the trainee, insofar as it is possible, even though the trainee may not be "actively training" throughout the entire duration of the project. Only "training hours" should be reported on the "LPA Monthly Training Status Report".

iii. The contractor will provide the trainee with all of the necessary forms and progress reports, as indicated in the "Forms and Reports" section of the LPA OJT Manual (pgs. 12-39).

b. *Project Manager's Responsibilities to a Trainee*

i. For the purposes of the training program, "Project Manager" is defined as the person with the highest level of authority who supervises the daily work for the contractor on the project site; this person will be found on the project site during most of the workdays.

ii. Each Project Manager is responsible for oversight of all training on his/her job.

iii. The Project Manager must enroll the applicant in the LPA OJT Program on the "LPA OJT Trainee Enrollment Form", Form C-04 (pgs. 20-23).

(1) The definition of "A Disadvantaged Person" must be made available to employees when they are completing the "LPA OJT Trainee Enrollment Form".

(a) The employee is not required to identify to the contractor which criteria he/she meets in order to be deemed "disadvantaged".

(b) Contractor is encouraged to require that the employee initial the "Disadvantaged" definition verifying that he/she was given an opportunity to review.

(2) Trainees should NOT begin training until he/she is properly enrolled and approved.

iv. The Project Manager should provide the trainee with a copy of the Training Outline for the classification in which he/she is being trained.

v. The Project Manager should advise the trainee of his/her responsibilities to his/her employer (please reference "The Trainee's Responsibilities to the Employer" on pg. 6).

vi. The Project Manager is responsible for maintaining personal contact with the trainee throughout the training period, including assisting him/her in resolving problems (i.e., transportation, clothing, etc.) that might hinder his/her progress in training and employment.

c. *The "On-the-Job" Trainer's Responsibilities*

i. The "On-the-Job" Trainer should be carefully selected from the available Foremen or other employees in that classification who have achieved full-fledged industry standards. The best "On-the-Job" Trainer may not be the person with the most formal education or the highest supervisory position.

ii. The "On-the-Job" Trainer should be

(1) Competent,

(2) Knowledgeable of training theory and practice, AND

(3) Familiar with working/training conditions as they actually exist on the job.

iii. The "On-the-Job" Trainer should implement the following principles of training theory and practice throughout the course of training:

(1) Properly motivate the trainee, including the use of positive reinforcement and encouragement to reward good job performance.

(2) Keep the trainee informed of his/her progress, verbally and by providing him/her with a copy of the LPA Monthly Training Status Report(s) and Weekly Training Log(s).

(3) Encourage feedback from the trainee by presenting a non-threatening attitude.

(4) Keep the trainee actively involved, so that he/she is able to learn by doing.

(5) Use spaced repetition, since it is more effective than attempting to learn everything at once.

(6) Use realistic goal setting.

d. *Guidelines for the Training Process*

i. The training hours will be distributed according to the breakdown of the Training Outline for that particular classification. Contractor must maintain a "Weekly Training Log", Form D-04-01, pg. 32 **OR** Form D-04-02, pg. 33, to be used to track the appropriate distribution of the training hours included in the Training Outline.

ii. LPA Monthly Training Status Reports (MTSRs) for each trainee must be completed and submitted by the prime contractor to the LPA/Consultant by the 10th of each month. The LPA/Consultant is responsible for reviewing, verifying the training hours against the certified payroll, signing, and maintaining a copy. Only the last LPA Monthly Training Status Report, along with the LPA Trainee Termination Form and Training Certificate (if applicable) should be forwarded to the SCDOT EO/OJT Program Coordinator.

(1) Please reference the "LPA Monthly Training Status Report", Form D-04, pgs. 29-31.

(2) Weekly Training Logs should not be submitted to the LPA/Consultant unless requested to do so.

iii. The contractor must advise the LPA/Consultant immediately if a trainee is terminated either by discharge, voluntarily withdrawing from the program, layoff, or by successful completion of the program, using the "LPA Trainee Termination Form", Form E-04 - English ***and*** Spanish, pgs. 35-37.

iv. If a trainee terminates from training before completing 50% or more of the training in the training classification, the contractor must enroll a replacement trainee as soon as possible. If it is preferable to train the replacement employee in a different classification at that time, arrangements may be made with the LPA/Consultant and SCDOT EO/ OJT Program Coordinator to change the training classification by submitting a revised LPA On-the-Job Training Initial Training Schedule.

v. If a trainee is unable to complete his/her training on the assigned project, and the trainee has been progressing satisfactorily,

(1) The Project Manager will notify his/her Home Office so that every effort can be made to place the trainee on another construction project in order to complete the training with minimal interruption.

(2) If such an arrangement is possible, the employer will notify the LPA/Consultant to request permission to transfer the trainee to complete his/her training on the new project. Approval must be received from the SCDOT EO/OJT Program Coordinator.

5. LPA/Consultant Responsibilities:

a. *Ensure Compliance with the Training Special Provisions Requirements*

i. The LPA/Consultant is responsible for ensuring the contractor's compliance with the TSP requirements by:

(1) Notifying the SCDOT EO/OJT Program Coordinator when construction work begins.

(2) Ensuring that all required documentation is completed in its entirety and forwarded to the SCDOT EO/OJT Program Coordinator in a timely manner.

(3) Immediately notifying the SCDOT EO/OJT Program Coordinator of any problems and/or noncompliance issues with contractor.

(4) Reviewing, verifying, and monitoring submittal of all LPA Monthly Training Status Reports to ensure that contractor is providing training as required.

(5) Immediately notifying the SCDOT EO/OJT Program Coordinator of a trainee's termination from the training program by forwarding a copy of the LPA Trainee Termination Form.

Since the TSP requirement is a part of the contract for the project, the LPA/Consultant and SCDOT EO/OJT Program Coordinator are authorized to take the following measures to ensure the contractor's compliance with this part of the contract:

ii. The LPA/Consultant may issue a "Stop Pay Memo" on a project to withhold payment if the contractor shows repeated failure to cooperate and comply with the training requirements and procedures.

iii. A contractor's persistent failure to cooperate and comply with training requirements can result in the contractor being restricted from bidding on future projects for a specified period of time.

b. *On-Site Reviews*

i. The LPA/Consultant will be responsible for conducting on-site reviews to monitor contractor compliance with program requirements and to evaluate the progress of trainees.

ii. Reviews will be arranged in advance with the contractor to ensure that the trainees are on-site and actively training during the time of the review.

iii. Interviews of the trainees and their trainers will be conducted during the review.(Interview forms should be requested from the SCDOT EO/OJT Program Coordinator)

iv. Office procedures and OJT documentation will be reviewed to ensure that training is implemented according to the guidelines.

v. Upon completion of the on-site review, the LPA/Consultant will be responsible for developing and submitting a report (including copies of the interview forms) to the SCDOT EO/OJT Program Coordinator within five (5) business days.

c. *Payment for OJT Training*

i. **Criteria for Payment of Training Hours**

(1) Payment for training is not made until the entire training requirement is met or work on the entire project is completed, whichever occurs first.

(2) When determining if the training requirement has been met on a project, SCDOT evaluates whether or not the required *number of people* have been trained *NOT*

whether or not the number of hours of training listed in the line item section of the contract has been met. Even when the required number of people has been trained, the total number of hours may be more or less than the number listed in the line item section of the contract, depending upon the type of training classifications chosen for filling the training slots.

(3) Reimbursement for training on the project is made ONLY if

(a) The full training requirement has been met OR

(b) The contractor is able to demonstrate a “good faith effort” towards meeting the training requirement.

(4) A trainee can be counted as filling a training slot if he/she completes 50% or more of the training hours required for the classification in which he/she is enrolled on that project.

(5) Trainees who complete less than 50% of the required training hours in their classification may be counted towards “good faith efforts”.

ii. **Submitting an “LPA On-the-Job Training Request for Payment”:**

(1) Upon completion of the full training requirement on the entire project, or when the project has been completed, a letter will be sent from the SCDOT EO/OJT Program Coordinator to the LPA/Consultant requesting that the contractor submit the “LPA On-the-Job Training Request for Payment”, Form G-04, pgs. 37-39.

(2) The “LPA On-the-Job Training Request for Payment” form should be submitted directly to the LPA/Consultant, who reviews, sign and then forward to the SCDOT EO/OJT Program Coordinator. An original copy must be submitted.

(3) Prime contractors must submit the “LPA On-the-Job Training Request for Payment” form to include all applicable subcontractors.

iii. **If the TSP Requirement was Not Met in Full**:

(1) An explanation for failure to complete the training must be attached to the “LPA On-the-Job Training Request for Payment” form. This explanation will serve as a basis for evaluating whether or not a good faith effort was demonstrated in meeting the TSP requirement, and if payment will be issued.

iv. **Payment:**

(1) After verifying the data and evaluating any necessary explanations, the SCDOT EO/OJT Program Coordinator will verify how many hours of training should be reimbursed at the rate of $.80/per hour.

(2) Upon verification from the SCDOT EO/OJT Program Coordinator, the LPA/Consultant will issue payment to the prime contractor, who will then be responsible for issuing payment to all applicable subcontractors.

(3) The LPA/Consultant is responsible for requesting reimbursement for OJT hours paid to the prime contractor from the SCDOT LPA Office.

6. When a Subcontractor Does Some of the Training:

a. The prime contractor will submit the name of any subcontractor(s) on the "LPA On-the-Job Training - Initial Training Schedule" form, to the LPA/Consultant.

b. The prime contractor will ensure that the subcontractor(s) has an updated "LPA On-the-Job Training - Annual Update Form" on file.

c. *The Prime Contractor also remains responsible for the following matters:*

i. Include the following information on the "LPA On-the-Job Training - Initial Training Schedule" form submitted to the LPA/Consultant prior to the construction work start date:

(1) Name of the subcontractor(s),

(2) Number of training slots assigned to each subcontractor,

(3) Name of the training classification(s) each subcontractor is responsible for, AND

(4) The projected start date (Month/Year) for each of the subcontractors' trainees to begin training.

ii. The Prime Contractor must submit LPA Enrollment Forms to the LPA/Consultant for each subcontractor.

iii. The Prime Contractor must collect all LPA Monthly Training Status Reports for the entire project each month and submit them to the LPA/Consultant by the 10th of the month following when the training was completed.

(1) Subcontractors should submit all LPA Monthly Training Status Reports to the Prime Contractor by the 5th of each month.

iv. The Prime Contractor remains responsible for ensuring that all required training is properly completed.

v. The Prime Contractor will submit the "LPA On-the-Job Training Request for Payment" form for all training completed on the project (by both the prime contractor and any applicable subcontractors).

vi. Payment will not be issued until the entire TSP requirements have been met OR construction work has been completed.

LPA Forms and Reports

The following pages include instructions for the various forms and reports required for implementation of the LPA SCDOT On-the-Job Training Program in fulfillment of the Training Special Provision (TSP) requirements on LPA projects.

NOTE:

For each form, instructions are given on how to use the form when training is being performed to meet TSP requirements.

You may make copies of these forms in either of the following ways:

- All of these forms are available via e-mail by contacting the SCDOT EO/OJT Program Coordinator at (803) 737-6428.
- You may make copies of the forms from the printed samples in this LPA OJT Manual.
- You may download the forms from the SCDOT website (http://www.scdot.org/business/bus-development-equal-opportunity.aspx).

NOTE: Please ensure that you have downloaded the "LPA" version of the SCDOT OJT Manual. All forms should be completed before forwarding to the next person on the routing list.

LPA General Guidelines Concerning Forms and Reports

1. For Use with Training Special Provision (TSP) Requirements:

a. Contractor must maintain current records documenting each trainee's work experience while enrolled in the LPA SCDOT OJT Program. This information must be made available for review by SCDOT and/or the LPA/Consultant.

b. LPA Annual Update Forms must be submitted to the LPA/Consultant for the prime contractor and all relevant subcontractors prior to the start of construction work.

c. When trainees are accumulating training hours, trainees should be identified as trainees (preferably in their specified training classification) on the certified payroll.

d. Copies of the *SCDOT LPA OJT Manual* must be made available to all personnel responsible for the implementation of the training program.

e. Prime contractor must submit the LPA Initial Training Schedule Form to the LPA/Consultant and it must be approved by the SCDOT EO/OJT Program Coordinator prior to the start of construction work. If changes are needed to the LPA Initial Training Schedule, a revised LPA Initial Training Schedule Form must be submitted.

f. LPA Enrollment forms must be submitted to the LPA/Consultant and approved by the SCDOT EO/OJT Program Coordinator before training begins. Any hours accumulated prior to approval will <u>not</u> be counted towards completion of the training classification.

g. LPA Monthly Training Status Reports are due to the LPA/Consultant by the <u>10th</u> of the month even when trainees do not complete any training hours on the project. The LPA/Consultant should forward only the last LPA Monthly Training Status Report, along with any other relevant documents (Trainee Termination Form and Training Certificate, if applicable) to the SCDOT EO/OJT Program Coordinator.

h. The LPA Trainee Termination Forms should be submitted to the LPA/Consultant immediately following termination of a trainee from the training program, regardless of the reason.

i. LPA Request for Payment forms must be submitted to the LPA/Consultant either once the entire training requirement has been met or construction work on the project is complete.

LPA On-the-Job Training Program Annual Update Form

(Form A-04)

1. **For Use with Training Special Provision (TSP) Requirements:**

   a. Once each year the company's OJT coordinator will submit to the LPA/Consultant a signed copy of the Annual Update Form.

   b. Prior to signing this form, a copy of the LPA OJT manual must be made available to all individuals in the company who are involved in the implementation of the TSP requirements. All other guidelines listed on the form must have been met also.

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA On-the-Job Training – Annual Update Form

(To be submitted directly to the LPA/Consultant)

Year: _____

Contractor Name: _____

Address: _____

_____

Phone Number: ( ) _____ Fax Number: ( ) _____

Company OJT Coordinator: Name _____

Title _____

By my signature, I affirm the following items:

- ✓ I have received a copy of the LPA SCDOT On-the-Job Training Program Manual.
- ✓ I have read the LPA SCDOT On-the-Job Training Program Manual sections "Goals," "Procedures," and "Sample Forms and Reports."
- ✓ I have made a copy of the LPA SCDOT On-the-Job Training Program Manual for each person in this firm who participates in the implementation of the OJT Program and have distributed those copies accordingly.
- ✓ I agree to follow the stated guidelines for the implementation of the OJT Program.
- ✓ I understand that I may consult the LPA/Consultant or SCDOT EO/OJT Program Coordinator at (803) 737-6428 if I have any questions or concerns with the LPA OJT Program.

Company OJT Coordinator Signature: _____

Date: _____ E-mail Address: _____

Form A-04

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA On-the-Job Training – Annual Update Form

(To be submitted directly to the LPA/Consultant)

Year: 2014

SAMPLE

Contractor Name: Jones Contracting Services

Address: 2222 Jones Road

Jonesville, SC 29222

Phone Number: (803)555-5555 Fax Number: (803)555-5556

Company OJT Coordinator: Name Janet Jones

Title Human Resources Director

By my signature, I affirm the following items:

- ✓ I have received a copy of the LPA SCDOT On-the-Job Training Program Manual.
- ✓ I have read the LPA SCDOT On-the-Job Training Program Manual sections "Goals," "Procedures," and "Sample Forms and Reports."
- ✓ I have made a copy of the LPA SCDOT On-the-Job Training Program Manual for each person in this firm who participates in the implementation of the OJT Program and have distributed those copies accordingly.
- ✓ I agree to follow the stated guidelines for the implementation of the OJT Program.
- ✓ I understand that I may consult the LPA/Consultant or SCDOT EO/OJT Program Coordinator at (803) 737-6428 if I have any questions or concerns with the LPA OJT Program.

Company OJT Coordinator Signature: _____

Date: _____ E-mail Address: jjones@jonescontracting.com

Form A-04

LPA On-the-Job Training - Initial Training Schedule (ITS) Form

(Form B-04)

1. **For Use with Training Special Provision (TSP) Requirements:**

   a. A plan must be prepared for how the training slots will be filled on each specific project, although it may be necessary to make changes later.

      i. The trainees will be distributed among the work classifications on the basis of the company's needs and the availability of individuals who have achieved full-fledged industry standards in the various classifications within a reasonable area of recruitment.

      ii. The prime contractor may choose to have a subcontractor fill some or all of the training slots. (For further explanation of this process, please see "When a Subcontractor Does Some of the Training", pg. 11.)

   b. Submit this information to the LPA/Consultant on the "LPA On-the-Job Training - Initial Training Schedule" Form.

   c. According to federal guidelines *(23 CFR Part 230),* the ITS must be approved by the SCDOT EO/OJT Program Coordinator prior to work beginning on the project.

   d. Once approved by the SCDOT EO/OJT Program Coordinator a copy of the approved "LPA On-the-Job Training – Initial Training Schedule" form will be sent to the LPA/Consultant, who will then forward to the prime contractor.

   e. If revisions are needed, please check "Revised" and list the revision number on the "LPA On-the-Job Training – Initial Training Schedule" Form.

.

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA On-the-Job Training – Initial Training Schedule

(To be submitted directly to the LPA/Consultant)

LPA SC File No. _____ **Prime Contractor** _____

Fed. Aid Proj. No _____ **Address** _____

Date _____ **City/State/Zip** _____

Total Number of Road Slots _____ **Total Number of Bridge Slots** _____

☐ **Initial** ☐ **Revised (Number _____)**

P = Prime S = Sub	Contractor	Rd/ Br Slot	Training Classification	Req. Hrs.	Month and Year Begin Training

(If additional space is needed, please attach a separate sheet.)

If subcontractors are used for some/all of the training, attach a separate sheet with the name of the OJT contact person, contractor name, address, and phone number for the subcontractor(s).

Submitted by:		Reviewed by LPA/Consultant:		Approved by SCDOT EO/OJT Program Coordinator:	
Name		**Name**		**Name**	
Title		**Title**		**Title**	
Signature		**Signature**		**Signature**	
Date		**Date**		**Date**	

B-04

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA On-the-Job Training – Initial Training Schedule

(To be submitted directly to the LPA/Consultant)

LPA SC File No. 11.111B

Fed. Aid Proj. No ABC-DEFG(001)

Date 01/01/14

Prime Contractor Jones Contracting Services

Address 2222 Jones Road

City/State/Zip Jonesville, SC 29222

Total Number of Road Slots 2

Total Number of Bridge Slots 2

☒ **Initial** ☐ **Revised (Number _____)**

P = Prime S = Sub	Contractor	Rd/ Br Slot	Training Classification	Req. Hrs.	Month and Year Begin Training
P	Jones Contracting Services	Rd	Asphalt Paver	1040	November 2016
P	Jones Contracting Services	Br	Bridge Worker	720	November 2016
S	ABC Construction	Rd	Loader Operator	520	January 2015
S	XYZ Construction Co.	Br	Bridge Carpenter	2080	October 2015

SAMPLE

(If additional space is needed, please attach a separate sheet.)

If subcontractors are used for some/all of the training, attach a separate sheet with the name of the OJT contact person, contractor name, address, and phone number for the subcontractor(s).

Submitted by:		Reviewed by LPA/Consultant:		Approved by SCDOT EO/OJT Program Coordinator:	
Name	Janet Jones	**Name**	Jim Smith	**Name**	
Title	HR Director	**Title**	Florence Co. Admin.	**Title**	
Signature		**Signature**		**Signature**	
Date	01/01/14	**Date**	01/02/14	**Date**	

B-04

LPA OJT Trainee Enrollment Form

(Form C-04)

1. **For Use with Training Special Provision (TSP) Requirements:**

a. The "LPA OJT Trainee Enrollment Form" will be submitted directly to the LPA/Consultant who will then forward to the SCDOT EO/OJT Program Coordinator for approval. This is a two-part form:

i. The "LPA OJT Trainee Enrollment Form" information which is completed by the employee and employer.

ii. SCDOT's definition of "Disadvantaged" - This definition must be made available to employees during their completion of the "LPA OJT Trainee Enrollment Form" so that they can answer appropriately.

b. Guidelines for Completing the "LPA OJT Trainee Enrollment Form":

i. Unless directed otherwise by the SCDOT EO/OJT Program Coordinator, enrollment forms should not be submitted until after the following criteria has been met:

(1) The contractor has a current "LPA On-the-Job Training - Annual Update Form" on file at SCDOT Headquarters AND

(2) The project's "LPA On-the-Job Training - Initial Training Schedule" has been approved by the SCDOT EO/OJT Program Coordinator.

ii. Trainees should <u>not</u> begin training until after they have been approved for enrollment by the SCDOT EO/OJT Program Coordinator.

iii. All information must be completed on the form. The SCDOT EO/OJT Program Coordinator cannot determine the approval or denial of an employee without identification of his/her race, gender, "new hire" or "upgrade" status, and whether or not he/she is a "disadvantaged person" (according to the SCDOT definition).

iv. Initial Distribution of the "LPA OJT Trainee Enrollment Form":

(1) One (1) copy will be given to the trainee, along with a copy of the Training Outline.

(2) One (1) copy will be maintained in the trainee's personnel records

(3) One (1) copy will be submitted directly to the LPA./Consultant who will review and sign before forwarding to the SCDOT EO/OJT Program Coordinator for approval. To expedite the process, the form may be e-mailed or faxed directly to the LPA/Consultant's office.

c. Processing of the “LPA OJT Trainee Enrollment Form” by the SCDOT EO/OJT Program Coordinator:

i. The SCDOT EO/OJT Program Coordinator will respond by telephone or email within 1-2 days of receiving the “LPA OJT Trainee Enrollment Form” to inform LPA/ Consultant contractor of the employee’s approval or denial.

ii. The “LPA OJT Trainee Enrollment Form” marked “APPROVED” or “DENIED” will be signed and dated by the SCDOT EO/OJT Program Coordinator. The “Approved” or “Denied” enrollment form will be forwarded to the LPA/Consultant, and the LPA/ Consultant will be responsible for immediately notifying the contractor in writing of the approval or denial.

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA OJT Trainee Enrollment Form

(To be submitted directly to the LPA/Consultant)

LPA SC File Number _____ Project County _____

Social Security # _____ Telephone Number ( ) _____

Trainee Name _____

Home Address _____

(Street) (City) (State) (Zip)

Status: ☐ New Hire ☐ Upgrade (If Upgrade, previous classification _____)

Disadvantaged *(by SCDOT Definition)*: ☐ Yes ☐ No **Gender:** ☐ Male ☐ Female

---

Race:

☐ White ☐ Black/African American ☐ Native Hawaiian/Other Pacific Islander

☐ Asian ☐ Hispanic/Latino ☐ American Indian/Alaska Native

☐ Two or More Races (please identify _____)

Company Name _____

Address _____

(Street) (City) (State) (Zip)

Contact Person _____ Telephone Number ( ) _____

Training Classification _____ Hours Required _____

Instructor _____ Date Training Expected to Begin _____

TRAINING SHOULD NOT BEGIN UNTIL APPROVAL HAS BEEN RECEIVED FROM THE SCDOT EO/OJT PROGRAM COORDINATOR.

This is to certify that, to the best of my knowledge, I have never graduated from a training program nor have I been paid as a skilled employee in this classification. I also do not have a significant amount of experience in this training classification. In addition, I have been given a copy of the Training Outline showing the hours required and the applied techniques necessary to complete the training for this classification. _____ (Applicant initials)

_____ _____

Signature of Employee Date

_____ _____

Signature of Employer Date

_____ _____

Signature of LPA/Consultant Date

_____ _____

Signature of SCDOT EO/OJT Program Coordinator Date

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Form C-04

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA OJT Trainee Enrollment Form

(To be submitted directly to the SCDOT E/OOJT Program Coordinator)

LPA SC File Number 11.111B Project County Richland

Social Security # 123-45-6789 Telephone Number (803) 555 - 5555

Trainee Name Jane Smith

Home Address 123 Smith Street (Street) Jonesville (City) SC (State) 29222 (Zip)

Status: ☐ New Hire ☒ Upgrade (If Upgrade, previous classification Labor)

Disadvantaged *(by SCDOT Definition)*: ☒ Yes ☐ No **Gender:** ☐ Male ☒ Female

Race:

☐ White ☒ Black/African American ☐ Native Hawaiian/Other Pacific Islander

☐ Asian ☐ Hispanic/Latino ☐ American Indian/Alaska Native

☐ Two or More Races (please identify _____)

Company Name Jones Contracting Services

Address 2222 Jones Road (Street) Jonesville (City) SC (State) 29222 (Zip)

Contact Person Janet Jones Telephone Number (803) 555 - 5556

Training Classification Asphalt Paver Hours Required 1040

Instructor Joe Jones Date Training Expected to Begin _____

TRAINING SHOULD NOT BEGIN UNTIL APPROVAL HAS BEEN RECEIVED FROM THE SCDOT EO/OJT PROGRAM COORDINATOR.

This is to certify that, to the best of my knowledge, I have never graduated from a training program nor have I been paid as a skilled employee in this classification. I also do not have a significant amount of experience in this training classification. In addition, I have been given a copy of the Training Outline showing the hours required and the applied techniques necessary to complete the training for this classification. _____ (Applicant initials)

SAMPLE

_____ Signature of Employee _____ Date

_____ Signature of Employer _____ Date

_____ Signature of LPA/Consultant _____ Date

_____ Signature of SCDOT EO/OJT Program Coordinator _____ Date

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Form C-04

DEPARTAMENTO DE TRANSPORTACION DE CAROLINA DEL SUR

LPA OJT Formulario de Prácticas En El Trabajo del Aprendiz

(Para ser sometido directamente al Consultor de Capacitación En El Trabajo de LPA)

LPA CS Número del Archivo _____ Condado del Projecto _____

Seguro Social # _____ Número de Teléfono ( ) _____

Nombre del Aprendiz _____

Domicilio _____

(Calle) (Ciudad) (Estado) (Codigo)

Estado: ☐ Nuevo Empleado ☐ 5 Promoción (Si es un advance, clasificación anterior _____)

Desventaja *(Definición por SCDOT)*: ☐ Yes ☐ No **Gender:** ☐ Masculino ☐ Femenino

---

Raza:

☐ Blanco ☐ Negro/Afroamericano ☐ Nativo de Hawai/Otros Isleño del Pacifico

☐ Asiático ☐ Hispano/Latino ☐ Indio Americano/Nativo de Alaska

☐ Dos o más razas (porfavor de indentificar _____)

Nombre de Empresa _____

Dirección _____

(Calle) (Ciudad) (Estado) (Codigo)

Persona de Contacto _____ Número de Teléfono ( ) _____

Clasificación de Formación/Entrenamiento _____ Horas Requeridas _____

Instructor _____ Fecha prevista para empezar el entrenamiento _____

EL ENTRENAMIENTO NO DEBERIA DE COMENZAR HASTA QUE SEA APROVADO POR EL CORDINADOR DEL PROGRAM DE OJT DEL DEPARTAMENTO DE CAROLINA DEL SUR DEPARTAMENTO DE TRANSPORTACIONES.

Este es para certificar que, al mejor de mi conocimiento, nunca me he graduado de un programa de Entrenamiento tampoco me han pagado como a un empleado experto en esta clasificación. También no tengo un conociemiento significativa de la experiencia en esta clasificación de entrenamiento. Además, me han dado una copia del Contorno del entrenamiento mostrando a las horas requeridas y las técnicas aplicadas necesarias de completar el Entrenamiento para esta clasificación. _____ (Applicant initials)

_____ _____

Firma del Empleado Fecha

_____ _____

Firma del Patrón Fecha

_____ _____

Firma del LPA/Consultante Fecha

_____ _____

_ Firma de SCDOT EO/OJT Coordinador de Programa Fecha

ESTE ES UN PROGRAMA DE OPORTUNIDADES DE LA IGUALDAD

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

F or the purposes of the SCDOT On-the-Job Training in fulfillment of TSP Requirements,

A "DISADVANTAGED" PERSON
is a person who meets at least one of the following criteria:

- A person who receives, or is a member of a family and/or household which receives, cash payments under a Federal, State, or local income-based public assistance program.
- A person who is a member of a family and/or household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligble to receive) Food Stamps/EBT card under the Food Stamp Act of 1977.
- A person who is a foster child on behalf of whom State or local government payments are made.
- A person who does not have a high school diploma.
- A person from a family whose total annual household income is below the limits listed below:

Personas en la familia/hogar	Guías de Pobreza
1	$12,140
2	$16,460
3	$20,780
4	$25,100
5	$29,420
6	$33,740
7	$38,060
8	$42,380
For families/households with more than 8 persons, add $4,320 for each additional person .	

- A person with a disability whose personal income meets the established income criteria above, even if the individual's family does not meet the income eligibility criteria.
- A person who qualifies as a homeless individual, as defined in the Steward B. McKinney Homeless Assistance Act.

Sec. 11302. General definition of homeless individual

(a) In general... the term "homeless" or "homeless individual or homeless person" includes--
a. An individual who lacks a fixed, regular, and adequate nightime residence; and
b. An individual who has a primary nighttime residence that is
i. A supervised publicly or privately operated shelter designed to provide temporary living accomodations (including (welfare hotels, congregate shelters, and transitional housing for the mentally ill)
II. An inistitution that provides a temporary residence for individuals intended to be institutionalized ; or
III. A public or private place not designed for, or ordinarily used as, a regular sleeping accomodation for human beings.
(b)Exclusion**...** the term "homeless" or "homeless individual" does not include any individual imprisioned or otherwise detained pursuant to an Act of the Congress or a State law.

(The poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2). Federal Register, Vol. 83, No. 12, January 18, 2019, pp. 2642-2644.

DEPARTAMENTO DE TRANSPORTACION DE CAROLINA DEL SUR

Para los propósitos deL Entrenamiento de capacitación SCDOT del cumplimiento de los requisitos de TSP

UNA PERSONA "DESFAVORECIDA"

Es aquella persona que por lo menos tenga unos de los siguientes criterios:

- Una persona que recibe o es miembro de una familia que recibe, pago en efectivos bajo un programa de asistencia publica local basado en los ingresos Estatal o Federal.
- Una persona que es miembro de una familia u hogar que recibe cupones de alimentos/EBT tarjeta bajo la ley de cupones para alimentos de 1977 (o ha determinado dentro del período de 6 meses antes de la inscripción para el programa para ser elegible para recibir)
- Una persona que es hijo de crianza en nombre de quienes se hacen pagos de gobierno local o estatal
- Una persona que no tiene un diploma de escuela secundaria.
- Una persona de una familia cuyo ingreso familiar anual total está por debajo de los límites siguientes:

Personas en la familia/hogar	Guías de Pobreza
1	$12,140
2	$16,460
3	$20,780
4	$25,100
5	$29,420
6	$33,740
7	$38,060
8	$42,380
Para las familias y los hogares con más de 8 personas, agregue $4,320 por cada persona adicional .	

- Una persona con una discapacidad cuyo ingreso personal cumple con los criterios de ingresos establecidos anteriormente, aunque la familia de la persona no cumple con los criterios de elegibilidad de ingresos
- Una persona que califica como una persona sin hogar, tal como se define en la Ley de Asistencia Hogar Stewart B. McKinney.

Sec. 11302. 11302 seg. Definición general de persona sin hogar
(a) en general el término "desamparados" o "persona individual o vagabundo sin hogar" incluye...
a. una persona que carece de una residencia fija, regular y adecuada durante la noche; y
b. una persona que tiene una residencia nocturna primaria que es
i. una supervisión pública o privadamente operado refugio diseñado para proporcionar alojamientos temporales (incluyendo bienestar Hoteles, refugios se congregan y viviendas transitorias para los enfermos mentales);
II. una institución que ofrece una residencia temporal para los individuos pretende ser institucionalizado; o
III. un lugar público o privado destinado ni normalmente usado como, un alojamiento dormir regular para los seres humanos.
(b) exclusión... el término "desamparados" o "persona sin hogar" no incluye ningún individuo encarcelado o detenido en virtud de una ley del Congreso o una ley estatal lo contrario**.**

(Las directrices de la pobreza que se actualizan periódicamente en el Registro Federal de los Estados Unidos Departamento de salud y servicios humanos bajo la autoridad de 42 U.S.C. 9902(2). Registro Federal, Vol. 83, No. 12, 18 de enero de 2018, pp. 2642-2644

LPA Monthly Training Status Report (MTSR) and Weekly Training Logs

(Form D-04)
(Sample Forms D-04-01 and D-04-02)

1. **For Use with Training Special Provision (TSP) Requirements:**

   a. Guidelines for Completing the LPA MTSR:

      i. Record only the hours that the trainee was engaged in training activities for his/her specified classification.

      ii. Submit a LPA MTSR for each trainee until they have completed training or terminate from the training program. Even if a trainee completes no training hours during a particular month, a report indicating zero (0) hours is required.

      iii. Only hours worked on the project in which the trainee is approved for enrollment may be recorded in Rows 11 and 12.

      iv. The total number of training hours remaining to complete the training program should be recorded in Row 13.

      v. Comments on the progress of trainee, explanation for why no training hours were completed for the specified month (if applicable), and/or any other relevant remarks should be included in Row 14.

      vi. Each LPA MTSR should include the hours recorded from the previous months, until all of the columns are filled, at which time a new report should be completed.

      vii. Each month, the LPA MTSR must be submitted to the LPA/Consultant by the 10th of the month following the month during which the training hours were completed.

      viii. The LPA/Consultant is responsible for verifying the training hours listed against the certified payroll.

      ix. The contractor must inform the LPA/Consultant of how the contractor defines “month” when completing the MTSR:

         (1) Calendar month, or

         (2) Month ending with the end of the last complete week of the month, and the partial final week being included in the tabulations of the following month.

   b. Distribution of the LPA MTSR:

      i. One (1) copy should be maintained in the employer’s record file for each trainee.

      ii. One (1) copy should be given to the trainee.

      iii. The original should be submitted to the LPA/Consultant, who will

         (1) Verify the training hours against the certified payroll,

(2) Sign the bottom of the form, and

(3) Retain a copy for his/her records.

iv. Only the last LPA Monthly Training Status Report, along with the LPA Trainee Termination Form, and LPA Training Certificate (if applicable) should be submitted to the SCDOT EO/OJT Program Coordinator.

c. Weekly Training Logs:

i. Contractor is responsible for implementing and maintaining a Weekly Training Log. Sample Form D-04-01 (*Microsoft Excel Spreadsheet, pg. 36*) **OR** Sample Form D-04-02 (*Microsoft Word document, pg. 37)* may be utilized.

ii. Record the hours trainee received training in the specified areas listed on the Training Outline.

iii. Maintain copies of the Weekly Training Logs, along with the LPA Monthly Training Status Reports.

iv. Copies of the Weekly Training Logs should be given to the trainee, along with the LPA Monthly Training Status Reports on a monthly basis.

v. Contractor is not required to submit copies of the Weekly Training Logs, unless requested by the LPA/Consultant.

LPA MONTHLY TRAINING STATUS REPORT

South Carolina Department of Transportation - On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) monthly for each individual who has received training during the month on a project under the Training Special Provision requirements. The report is to be submitted to the LPA/Consultant by the 10th of the month following the end of the reporting period. One copy of the report should be submitted to the LPA//Consultant and one copy is to be given to the trainee. Reports are to be submitted MONTHLY on each trainee, even if no training was performed during the month.

(1) LPA S.C. File Number:		**(2) Trainee's Name:**		**(3) Report Date Ending:**	_____ 20___

(4) Training Category New Hire ☐ Upgrade ☐	**(5) Is Trainee a Disadvantaged Person?** Yes ☐ No ☐	**(6) Trainee's Gender** **M** ☐ **F** ☐

(7) Trainee's Race

☐ White ☐ Black/African American ☐ Asian ☐ Hispanic/Latino ☐ Native Hawaiian/Other Pacific Islander

☐ American Indian/Alaska Native ☐ Two or More Races (please identify _____)

(8) Training Classification:		**(9) Total Hours Required:**	

(10) Date Trainee Approved to Begin Training:		**TRAINING SHOULD NOT BEGIN UNTIL APPROVAL HAS BEEN RECEIVED FROM THE SCDOT EO/OJT PROGRAM**

INSTRUCTIONS: One vertical column is to be completed for each succeeding month and the form resubmitted. Enter month and year as applicable in columns A through J. Each report should be cumulative.

Line No.		A	B	C	D	E	F	G	H	I	J
	Month →										
	Hours of training	20 ___	20 ___	20 ___	20___	20___	20 ___	20 ___	20 ___	20 ___	20 ___
(11)	**Provided during month on this project**										
(12)	**Provided to date on this project**										
(13)	**Remaining to complete program**										

(14) Comments on progress of trainee/Explanation for why no training was completed for the specified month/Any other relevant remarks:

(15) Current Status of Trainee: ☐ Continuing ☐ Terminated (must attach a Trainee Termination Form)		**(16) Date Report Completed:**	
(17) Signature and Title of Person Completing Form:			
(18) Contractor's Name and Telephone Number:			

REMINDER:
Only the last LPA Monthly Training Status Report, along with the LPA Trainee Termination Form, and LPA Training Certificate (if applicable) should be submitted to the SCDOT EO/OJT Program Coordinator.

(19) LPA/Consultant's Signature:	**(20) Date Signed:**

Form D-04

LPA MONTHLY TRAINING STATUS REPORT

South Carolina Department of Transportation - On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) monthly for each individual who has received training during the month on a project under the Training Special Provision requirements. The report is to be submitted to the LPA/Consultant by the 10th of the month following the end of the reporting period. One copy of the report should be submitted to the LPA//Consultant and one copy is to be given to the trainee. Reports are to be submitted MONTHLY on each trainee, even if no training was performed during the month.

(1) LPA S.C. File Number:	11.111B	**(2) Trainee's Name:**	Jane Smith	**(3) Report Date Ending:**	January 2014

(4) Training Category New Hire ☐ Upgrade ☒	**(5) Is Trainee a Disadvantaged Person?** Yes ☒ No ☐	**(6) Trainee's Gender** **M** ☐ **F** ☒

(7) Trainee's Race:

☐ White ☒ Black/African American ☐ Asian ☐ Hispanic/Latino ☐ Native Hawaiian/Other Pacific Islander

☐ American Indian/Alaska Native ☐ Two or More Races (please identify _____)

(8) Training Classification:	Asphalt Paver	**(9) Total Hours Required:**	1040

(10) Date Trainee Approved to Begin Training:	10/05/13	**TRAINING SHOULD NOT BEGIN UNTIL APPROVAL HAS BEEN RECEIVED FROM THE SCDOT EO/OJT PROGRAM**

INSTRUCTIONS: One vertical column is to be completed for each succeeding month and the form resubmitted. Enter month and year as applicable in columns A through J. Each report should be cumulative.

Line No.		A	B	C	D	E	F	G	H	I	J
	Month →	Oct	Nov	Dec	Jan						
	Hours of training	2014	2014	2014	2014	20___	20 ___	20 ___	20 ___	20 ___	20 ___
(11)	**Provided during month on this project**	50	95	203	80						
(12)	**Provided to date on this project**	50	145	348	428						
(13)	**Remaining to complete program**	990	875	762	567						

SAMPLE

(14) Comments on progress of trainee/Explanation for why no training was completed for the specified month/Any other relevant remarks:

Jane is doing great.

(15) Current Status of Trainee: ☒ Continuing ☐ Terminated (must attach a Trainee Termination Form)		**(16) Date Report Completed:**	02/02/14
(17) Signature and Title of Person Completing Form:			
(18) Contractor's Name and Telephone Number:	Jones Contracting Service – 803-555-5556		

REMINDER:
Only the last LPA Monthly Training Status Report, along with the LPA Trainee Termination Form, and LPA Training Certificate (if applicable) should be submitted to the SCDOT EO/OJT Program Coordinator.

(19) Resident Construction Engineer's/Consultant's Signature:	**(20) Date Signed:**

Form D-04

LPA REPORTE MENSUAL DE SITUACIÓN DEL ENTRENAMIENTO

Departamento de Transportación de Carolina del Sur - Programa de Entrenamiento en el Trabajo

INSTRUCCIONES: Este reporte es para ser completada por el contratista (o subcontratista) mensuales para cada individuo que ha recibido entrenamiento durante el mes en un proyecto bajo los requisitos de disposición especial de entrenamiento. El informe es para someterse al LPA/Consultor cada 10 del mes siguiente al final del período de notificación. Una copia del informe debe ser enviada al LPA / / Consultor y una copia para ser entregadas a los alumnos. Informes deben ser presentados mensualmente en cada alumno, aunque entrenamiento no se realizó durante el mes.

(1) Número del Archivo de LPA S.C:		**(2) Nombre del Aprendiz:**		**(3)Fecha del Informe Final:**	_____ 20___

(4) Categoria del Entrenamiento Empleado Nuevo ☐ Merito ☐	**(5)Es el Aprendiz una persona Desfavorecida?** Si ☐ No ☐	**(6) : El Género del Aprendiz** **M** ☐ **F** ☐

(7) La Raza del Aprendiz

☐ Blanco ☐ Negro/Afro Americano ☐ Asiatico ☐ Hispanico/Latino ☐ Nativo Hawaii/Otros Isleño del Pacifico

☐ Indio Americano/Nativo de Alaska ☐ Dos o Mas Razas (porfavor de intentificar _____)

(8)Clasificacion del Entrenamiento:		**(9) Horas Totales Requeridas**	

(10) Fecha Aprovada para el Aprendiz comineze su entrenamiento:		**ENTRENAMIENTO/CAPACITACIÓN NO DEBE COMENZAR HASTA QUE HAYA RECIBIDO AUTORIZACIÓN DEL COORDINADOR OJT DEL PROGRAMA SCDOT**

INSTRUCCIONES: Una columna vertical debe ser completado para cada mes posterior y el formulario reenviado. Escriba el mes y año según corresponda en las columnas A través de J. Cada informe debe ser acumulativo.

Line No.		A	B	C	D	E	F	G	H	I	J
	Mes →										
	Houras de Entrenamiento	20 ___	20 ___	20 ___	20___	20___	20 ___	20 ___	20 ___	20 ___	20 ___
(11)	**Durante el mes en este Proyecto**										
(12)	**Propocionado hasta la fecha del Proyecto**										
(13)	**Restante para completer el programa**										

(14) Comentarios sobre el progreso del Aprendiz/ explicación de por qué ningún entrenamiento finalizó el mes especificado/cualquier otros comentarios pertinentes

(15)Estado actual del Aprendiz: ☐ Continuando ☐ Terminado (Debe de Adjuntar una copia o Forma de la Terminacion del Alumno/Aprendiz)		**(16)Fecha de Completacion:**	

(17) Firma y Titulo de la persona que llene el formulario:	
(18 Nombre y número de teléfono del contratista):	

RECORDATORIO:
Sólo el ultimo LPA reporte del mes del Etrenamiento junto con el reporte LPA de terminación del Aprendiz y el Certificado LPA del Entrenamiento/Formación (si corresponde) deben enviarse al Coordinador del Programa de SCDOT OJT.

(19) Firma del LPA/Consultor:	**(20) Fecha de la Firma:**

Form D-04

WEEKLY TRAINING LOG

TRAINEE NAME: _____ RODPERSON TRAINEE **WEEK ENDING:** _____

Week Day	I ORIENTATION & OBSERVATION		II APPLIED TECHNIQUES OF THE TRADE			III ACTUAL OPERATION OF EQUIPMENT		Daily Total
	Safety A	Observation of Rodperson B	Use of Chain A	Use of Rod B	Placing Stakes C	Measure Distance with Chain A	Establishing Elevation with Rod B	
Sun								0.0
Mon								0.0
Tue								0.0
Wed								0.0
Thurs								0.0
Fri								0.0
Sat								0.0
Tot	0.	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Type of Training		Hour To-Date	Hours Remaining
Total Hours I	**A.**	0.0	5.0
	B.	0.0	10.0
Total Hours II	**A.**	0.0	30.0
	B.	0.0	30.0
	C.	0.0	15.0
Total Hours III	**A.**	0.0	70.0
	B.	0.0	70.0
	TOTAL	**0.0**	**230.0**

WEEKLY TOTAL 0.0

Contractor: _____

Prepared By: _____

Title: _____

SAMPLE

Form D-04-01

WEEKLY TRAINING LOG

TRAINEE NAME: _____ **SUPERINTENDENT NAME:** _____

WEEK ENDING: _____ **TRAINING HOURS THIS WEEK:** _____ **HRS**

TRAINING CLASSIFICATION: **CONCRETE FINISHER**

TRAINING SKILLS WORKED ON DURING THE WEEK:

# HRS	**(# HOURS IN PARENTHESES INDICATES TOTAL # HOURS REQUIRED)**
	ORIENTATION AND OBSERVATION:
_____	SAFETY PROCEDURES (5 HOURS)
_____	OBSERVATION OF USE OF STRAIGHT EDGES, FLOATS AND STEEL TROWELS (25 HOURS)
_____	OBSERVATION OF FORMING A FINISHING OF EDGES AND JOINTS (25 HOURS)
_____	OBSERVATION OF USE OF CONCRETE FINISHING MACHINE (15 HOURS)
	CARE AND MAINTENANCE:
_____	SAFETY PROCEDURES (5 HOURS)
_____	ROUTINE CLEANING WORK AREA & MATERIALS, HOLDING MATERIALS AND TOOLS AND HANDLING CANVAS BELTING OR BURLAP STRIPS (195 HOURS)
_____	ROUTINE FUELING, LUBRICATING & SERVICING (50 HOURS)
	ACTUAL OPERATION OF EQUIPMENT:
_____	SAFE OPERATING PROCEDURES (10 HOURS)
_____	BASIC OPERATION OF TOOLS (200 HOURS)
_____	FORMING AND FINISHING OF EDGES, JOINTS, CURBS, GUTTERS, PAVING AND STRUCTURES (310 HOURS)
_____	OPERATION OF TROWELS, STRAIGHT EDGES, FLOATS OR FINISHING MACHINE (200 HOURS)

TOTAL HOURS: 1,040 HOURS

Form D-04-02

SAMPLE

LPA Trainee Termination Form

(Form E-04)

1. **For Use with Training Special Provision (TSP) Requirements:**

   a. General Guidelines:

      i. A LPA Trainee Termination Form should be completed on each trainee, whenever he/she terminates from the training program, regardless of the reason.

      ii. Attach to the LPA Trainee Termination Form any additional documents requested on the form. (e.g. Certificate of Completion)

      iii. In Box 15, select the reason for termination that is *most specific* for your particular situation. (i.e., if the trainee quit because he was having personal problems, please select "P" rather than "Q")

   b. Distribute the "LPA Trainee Termination Form" as follows:

      i. One (1) copy of the form (and any necessary attachments) should be maintained in the contractor's personnel file for that trainee.

      ii. One (1) copy of the form (and any necessary attachments) should be given to the trainee, if possible.

      iii. The original form (and any necessary attachments) should be attached to the trainee's final LPA Monthly Training Status Report (MTSR) and submitted to the LPA/Consultant, who will

         (1) Review,

         (2) Sign,

         (3) Retain a copy for his/her records, and then

         (4) Immediately forward the original to the SCDOT EO/OJT Program Coordinator, along with the last LPA MTSR and Training Certificate (if applicable).

LPA TRAINEE TERMINATION FORM

South Carolina Department of Transportation - On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) and attached to the Trainee's final LPA Monthly Training Status Report. Please submit to the LPA/Consultant as soon as a trainee terminates from the training program. The LPA/Consultant should immediately forward the form and all other accompanying OJT documentation (i.e. final LPA MTSR, Training Certificate) to the SCDOT EO/OJT Program Coordinator. One copy is to be given to the trainee if he/she is still employed with contractor.

(1) LPA S.C. File Number:		(2) Trainee's Name:		(3) Trainee's Telephone Number:	
(4) Trainee's Address:					
	Street Number & Name	City		State	Zip
(5) Training Category New Hire ☐ Upgrade ☐		(6) Is Trainee a Disadvantaged Person? Yes ☐ No ☐		(7) Trainee's Gender M ☐ F ☐	

(8) Trainee's Race

☐ White ☐ Black/African American ☐ Asian ☐Native Hawaiian/Other Pacific Islander ☐ Hispanic/Latino

☐ American Indian/Alaska Native ☐Two or More Races (please identify _____)

(9) Training Classification:		(10) Date Trainee Approved to Begin Training:	
(11) Total Hours Required:		(12) Trainee's Supervisor's Name:	
(13) Supervisor's Position/Title:		(14) Supervisor's Telephone Number:	

(15) Reason for termination from training (give additional explanation in box below when needed):

SC	☐	**Satisfactorily completed required training hours and achieved necessary skills [**please ATTACH CERTIFICATE**]**	**H**	☐	**Health problems/ illness**
N	☐	**No other work available; construction phase completed [**EXPLAIN in (16) below what trainee is doing now]	**D**	☐	**Death**
TF	☐	**Transferred to another job** [NOTE: if transferred to SC project with OJT requirements, GIVE SC FILE NO. _____]	**L**	☐	**Layoff / downsizing**
A	☐	**Another company/business hired him/her**	**TP**	☐	**Transportation or travel distance problems**
C	☐	**Change of classification**	**P**	☐	**Personal problems [**please EXPLAIN in (16) below**]**
M	☐	**Moved out of the area**	**F**	☐	**Fired** [please EXPLAIN in (16) below**]**
Q	☐	**Quit, w/ no explanation** [please EXPLAIN in (16) below]	**O**	☐	**Other** [please EXPLAIN in (16) below**]**

(16) Explanations from (15) above:

(17) Quality of Trainee's Work by the End of the Training Period ☐ **Excellent** ☐ **Good** ☐ **Acceptable** ☐ **Poor** ☐ **Unsatisfactory**		(18) Date Report Completed:	
(19) Signature and Title of Person Completing Form:			
(20) Contractor's Name and Telephone Number:			
(21) LPA/Consultant's Signature:		(22) Date Signed:	

Form E-04

LPA TRAINEE TERMINATION FORM

South Carolina Department of Transportation - On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) and attached to the Trainee's final LPA Monthly Training Status Report. Please submit to the LPA/Consultant as soon as a trainee terminates from the training program. The LPA/Consultant should immediately forward the form and all other accompanying OJT documentation (i.e. final LPA MTSR, Training Certificate) to the SCDOT EO/ OJT Program Coordinator. One copy is to be given to the trainee if he/she is still employed with contractor.

(1) S.C. File Number:	11.111B	(2) Trainee's Name:	Jane Smith	(3) Trainee's Telephone Number:	803-555-5555

(4) Trainee's Address:	123 Smith Street	Jonesville	SC	29222
	Street Number & Name	City	State	Zip

(5) Training Category	(6) Is Trainee a Disadvantaged Person?	(7) Trainee's Gender
New Hire ☐ Upgrade ☒	Yes ☒ No ☐	M ☐ F ☒

(8) Trainee's Race

☐ White ☒ Black/African American ☐ Asian ☐Native Hawaiian/Other Pacific Islander ☐ Hispanic/Latino

☐ American Indian/Alaska Native ☐Two or More Races (please identify _____)

(9) Training Classification:	Asphalt Paver	(10) Date Trainee Approved to Begin Training:	10/05/13
(11) Total Hours Required:	1040	(12) Trainee's Supervisor's Name:	Joe Jones
(13) Supervisor's Position/Title:	Foreman	(14) Supervisor's Telephone Number:	803-555-5557

(15) Reason for termination from training (give additional explanation in box below when needed):

SC	☒	**Satisfactorily completed required training hours and achieved necessary skills [**please ATTACH CERTIFICATE**]**	**H**	☐	**Health problems/ illness**
N	☐	**No other work available; construction phase completed [**EXPLAIN in (16) below what trainee is doing now]	**D**	☐	**Death**
TF	☐	**Transferred to another job** [NOTE: if transferred to SC project with OJT requirements, GIVE SC FILE NO. _____]	**L**	☐	**Layoff / downsizing**
A	☐	**Another company/business hired him/her**	**TP**	☐	**Transportation or travel distance problems**
C	☐	**Change of classification**	**P**	☐	**Personal problems [**please EXPLAIN in (16) below**]**
M	☐	**Moved out of the area**	**F**	☐	**Fired** [please EXPLAIN in (16) below**]**
Q	☐	**Quit, w/ no explanation** [please EXPLAIN in (16) below]	**O**	☐	**Other** [please EXPLAIN in (16) below**]**

(16) Explanations from (15) Above:

SAMPLE

(17) Quality of Trainee's Work by the End of the Training Period ☒ **Excellent** ☐ **Good** ☐ **Acceptable** ☐ **Poor** ☐ **Unsatisfactory**	(18) Date Report Completed: 02/02/14
(19) Signature and Title of Person Completing Form:	
(20) Contractor's Name and Telephone Number:	Jones Contracting Service – 803-555-5556
(21) LPA/Consultant's Signature:	(22) Date Signed:

Form E-04

LPA FORMA DE TERMINACIÓN DEL APRENDIZ

Departamento de Transportación de Carolina del Sur - Programa de Entrenamiento en el Trabajo

INSTRUCCIONES: Este informe debe ser completado por el contratista (o subcontratista) y unido el último estado del reporte LPA de Formación Mensual del Aprendiz. Por favor, envíe al LPA / Consultor tan pronto como aprendiz termina del programa de entrenamiento. El LPA / Consultor deberá remitir de inmediato la forma y el resto de la documentación que acompaña a dicho entrenamiento (esto último LPA MBSR, Certificado de Formación) a la Coordinadora del Programa de OJT SCDOT. Una copia se debe dar al alumno si él / ella sigue trabajando con el contratista.

(1) **Número del Archivo de LPA S.C:**		(2) **Nombre del Aprendiz:**		(3) Numero Telefonico del Aprendiz:	
(4) Domicilio del Aprendiz:					
	Numero de La Casa y Calle	Ciudad		Estado	Codigo

(5) Categoria de Entrenamiento Nuevo Empleado ☐ Promocion ☐	(6) Es Aprendiz una Persona Con desventajas? Si ☐ No ☐	(7) Género del Aprendiz M ☐ F ☐

(8) Trainee's Race

☐ Blanco ☐ Negro/ Afroamericano ☐ Asiatico ☐Nativo de Hawai/ Otros Isleño del Pacifico ☐ Hispano/Latino

☐ Indio Americano/Nativo de Alaska ☐ Dos o Mas Razas (porfavor de intentificar _____)

(9) Clasificacion del Entrenamiento:		(10)Fecha Aprovada para el Aprendiz para el comienzo del Entrenamiento:	
(11) Horas Total requeridas:		(12) Nombre del Supervisor del Aprendiz:	
(13)Posicion/Titulo del Supervisor:		(14) Numero del Telefono del Supervisor::	

(15) Motivo para la terminación del entrenamiento (cuando sea necesario para dar explicaciones adicionales en el cuadro siguiente):

SC	☐	**A completado satisfactoriamente el entrenamiento con las horas requeridas y lograron las habilidades necesarias [por favor adjuntar certificado]**	**H**	☐	**Problems de Salud/Enfermedad**
N	☐	**No other work available; construction phase completed [**EXPLAIN in (16) below what trainee is doing now]	**D**	☐	**Muerte**
TF	☐	**Transferred to another job** [NOTE: if transferred to SC project with OJT requirements, GIVE SC FILE NO. _____]	**L**	☐	**Despido / reducción**
A	☐	**Otra Empresa / Negocio lo contracto [El o Ella]**	**TP**	☐	**Problemas de Transportacion o Distancia**
C	☐	**Cambio de Clasificacion**	**P**	☐	**Personal problems [**please EXPLAIN in (16) below**]**
M	☐	**Se Movio / Salio de la Zona**	**F**	☐	**Fired** [please EXPLAIN in (16) below**]**
Q	☐	**Termino/sin ninguna explicacion [Porfavor explique [16]**	**O**	☐	**Other** [please EXPLAIN in (16) below**]**

(16) Explicacion del numero [15]:

(17Calidad del Aprendiz al final del período de entrenamiento ☐ **Excellente** ☐ **Bueno** ☐ **Aceptable** ☐ **Pobre** ☐ **Insastisfactorio**		(18) Fecha del reporte Completado:	
(19) Firma y título de la persona que lleno el formulario:			
(20) Nombre y número de Teléfono del Contratista:			
(21) LPA/Consultant's Signature:		(22) Date Signed:	

Form E-04

LPA Training Certificate

(Form F-04)

1. **For Use with Training Special Provision (TSP) Requirements:**

   a. The LPA Training Certificate will be given to the trainee upon successful completion of all required training hours.

   b. Distribute the “LPA Training Certificate” as follows:

      i. The original will be given to the trainee.

      ii. One (1) copy will be retained in the contractor’s personnel file for that trainee.

      iii. One (1) copy will be attached to the trainee’s final LPA Monthly Training Status Report and LPA Trainee Termination Form. Copies of the LPA Training Certificate should be forwarded to the LPA/Consultant as evidence of satisfactorily completion of the required training hours (who will then forward a copy of all three documents to the SCDOT EO/OJT Program Coordinator).

Training Certificate

This is to certify that

_____

(Trainee's Name)

has successfully completed _____ *hours of On-the-Job Training as a*

_____

(Training Classification)

under a training program approved by the South Carolina Department of Transportation and Federal Highway Administration - South Carolina Division Office.

Presented this _____ *day of* _____, _____.

Training was provided and administered by

_____

(Contractor Name)

_____ _____

Employer Representative *Title*

Training Certificate

This is to certify that

Jane Smith
(Trainee's Name)

has successfully completed 1040 hours of On-the-Job Training as a

Asphalt Paver
(Training Classification)

under a training program approved by the South Carolina Department of Transportation and Federal Highway Administration - South Carolina Division Office.

Presented this 2nd day of February, 2014.

Training was provided and administered by

Jones Contracting Services
(Contractor Name)

Joe Jones	*Foreman*
Employer Representative	*Title*

SCDOT

SAMPLE

Certificación de Entrenamiento

El siguiente es para certificar que

_____

(Nombre del Alumno/Aprendiz)

Ha completado con éxito_____ horas de Capacitación Entrenamiento como un

_____

(Clasificacion de Entrenamiento)

bajo un programa de Capacitación aprobado por el Departamento de Transporte de Carolina del sur y la Administration Federal de Carreteras- oficina de la División de Carolina del Sur.

Presentado este _____ día de _____, _____.

Formación /Entrenamiento fue administrada por

_____

(Nombre del Contratista)

_____ _____

Representante del Empleador *Titulo*

SCDOT

DEPARTMENT OF TRANSPORTATION UNITED STATES OF AMERICA

LPA On-the-Job Training Request for Payment

(Form G-04)

1. **For Use with Training Special Provision (TSP) Requirements:**

   a. General Guidelines:

      i. Upon notification from the SCDOT EO/OJT Program Coordinator and LPA/Consultant, the prime contractor should submit the "LPA On-the-Job Training Request for Payment" form to the LPA/Consultant, detailing the information for each of the trainees on the project for which payment is requested. The LPA/Consultant will review, sign and forward the "LPA On-the-Job Training Request for Payment" form to the SCDOT EO/OJT Program Coordinator for review and authorization for payment (if applicable).

      ii. Payment is made directly to the prime contractor. Prime contractor is responsible for forwarding payment for training hours to all applicable subcontractors.

      iii. An original copy of the "LPA On-the-Job Training Request for Payment" form with the required signatures must be submitted. (Copies are not acceptable)

      iv. Payment is made at the rate of $.80 per hour, up to the required hours for each trainee's approved training classification and the total number of assigned training slots.

      v. Payment is based on the total number of hours completed by each trainee (up to the total required hours for his/her approved training classification), regardless of the hours listed in the contract.

      vi. Payment is <u>not</u> available for trainees who have completed less than ½ of the required training hours, unless prior approval has been received from the SCDOT EO/OJT Program Coordinator.

      vii. If the entire TSP requirement was not met on the project, an explanation for the failure to complete the training must accompany the "LPA On-the-Job Training Request for Payment" form.

   b. After review by the SCDOT Program Coordinator, a copy of the "LPA On-the-Job Training Request for Payment" form and a memorandum indicating the amount of payment for OJT hours, or if applicable, nonpayment for OJT hours is distributed to each office as indicated below:

      i. The original copy will be sent to the District Engineering Administrator (DEA).

      ii. One (1) copy will be sent to LPA/Consultant. (LPA/Consultant is responsible for forwarding a copy to the prime contractor.)

      iii. One (1) copy will be maintained on file in the Division of Minority and Small Business Affairs.

      iv. One (1) copy will be sent to the SCDOT LPA Office.

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA On-the-Job Training Request for Payment

LPA SC File No: _____ Federal Aid Number: _____

Total Number of Training Slots Assigned: Road _____ Bridge _____

Prime Contractor: _____

P = Prime S = Sub	Contractor's Name	Trainee's Name	Classification	R = Road B = Bridge	Total Hours Required	Total Hours Completed on this Project	Total Dollar Amount Requested	Trainee's Current Employment Status with Your Company (For those who satisfactorily completed only)	Please indicate the Length of Time Trainee Remained Employed After Successful Completion AND Reason Trainee is no Longer with your Company
IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SECOND PAGE.									
TOTAL DOLLAR AMOUNT REQUESTED:									

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE:

Submitted By	Title	Signature	Date
Reviewed By	**Title**	**Signature**	**Date**

Form G-04

ORIGINAL COPIES MUST BE SUBMITTED. PHOTOCOPIES ARE NOT ACCEPTABLE.

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

LPA On-the-Job Training Request for Payment

LPA SC File No: 11.111B Federal Aid Number: ABC(011)

Total Number of Training Slots Assigned: Road 2 Bridge 1

Prime Contractor: Jones Contracting Services

P = Prime S = Sub	Contractor's Name	Trainee's Name	Classification	R = Road B = Bridge	Total Hours Required	Total Hours Completed on this Project	Total Dollar Amount Requested	Trainee's Current Employment Status with Your Company (For those who satisfactorily completed only)	Please indicate the Length of Time Trainee Remained Employed After Successful Completion AND Reason Trainee is no Longer with your Company
P	Jones Contracting Services	Jane Smith	Asphalt Paver	R	1040	1040	$832.00	Still Employed	N/A
S	Doe Construction	John Sims	Bridge Carpenter	B	2080	1800	$1,410.00	Terminated	3 Months/Voluntarily Quit
S	Doe Construction	Susan Jacobs	Roller Operator – General	R	1040	1040	$832.00	Still Employed	N/A

SAMPLE

IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SECOND PAGE.

TOTAL DOLLAR AMOUNT REQUESTED: $3,074.00

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE:

Submitted By	Title	Signature	Date
Janet Jones	Human Resources Director		02/28/14

Reviewed By	Title	Signature	Date
Jim Smith	Florence County Administrator		03/02/14

Form G-04

ORIGINAL COPIES MUST BE SUBMITTED. PHOTOCOPIES ARE NOT ACCEPTABLE.

ASPHALT DISTRIBUTOR

General Description

- Drives asphalt distributor.
- Sets spray bar on manual, automatic, or semi-automatic distributors for applying liquid asphalt.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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. Safe operating procedures ---------- 5 hours
B. Regulates valves and levers to distribute oil or bituminous liquid for highway surfacing ---------- 120 hours
C. Operation of equipment ---------- 805 hours

TOTAL HOURS ---------- 1040 hours

ASPHALT LAYDOWN

General Description

- Shovels dirt, stone, and rubble from paving areas and prepares areas to grade.
- Spreads asphalt by hand shovel and hand tamps where necessary.
- Guides and directs dump trucks while backing up to paving machine hopper.
- Receives and accumulates truck delivery tickets.
- Sets out barricades.
- Sets string line for alignment, and grades and cuts joints.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of operation ----------35 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Cleans work area ----------15 hours

III. Applied operation

A. Shovels dirt, stone, and rubble ----------50 hours
B. Prepares area to grade----------80 hours
C. Spreads asphalt by hand shovel ----------75 hours
D. Guides and directs dump truck ----------80 hours
E. Receives and accumulates truck delivery tickets ----------60 hours
F. Sets out barricades ----------15 hours
G. Sets string line for alignment ----------50 hours
H. Grades and cuts joints ----------50 hours

TOTAL HOURS ---------- 520 hours

ASPHALT PAVER

General Description

- Operates asphalt paver, rubber tired or track type.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

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 equipment ---------- 690 hours

TOTAL HOURS ----------1040 hours

ASPHALT PLANT MAINTENANCE PERSON

General Description

- Performs preventative maintenance on asphalt plant.
- Performs basic repairs to the asphalt plant, including assisting with electronic repairs, changing bearings, and patching and prefabing.
- Recording the servicing of the equipment, repairs, and parts inventory.
- Testing asphalt materials.
- Operating the plant and equipment.
- Other duties as may be required.

Training Outline

Approximate training time: 2080 hours

I. Preventive Maintenance

A. Safety procedures ----------20 hours
B. Greasing and checking plant ---------- 1000 hours
C. Checking belts, scrapers, rollers----------100 hours
D. Checking motors, gear boxes, sprockets---------- 100 hours

II. Actual Repairs

A. Safety procedures ----------20 hours
B. Assist in electronic repairs----------200 hours
C. Change bearings----------20 hours
D. Patching and prefabing----------170 hours

III. Record Keeping

A. Keeping records on service on equipment----------20 hours
B. Keeping records of repairs done to plant----------20 hours
C. Keeping records of repairs to be done ----------20 hours
D. Keeping up with parts inventory ----------20 hours

IV. Testing and Operation

A. Safety procedures ----------20 hours
B. Testing of asphalt, materials ----------50 hours
C. Operation of plant----------200 hours
D. Operation of equipment ----------100 hours

TOTAL HOURS ---------- 2080 hours

ASPHALT PLANT OPERATOR

General Description

- Operates asphalt plant controls to weigh and deliver specified quantities of aggregates and asphalt cement to dryer for heating and to mixer for mixing and dumping into trucks.
- Maintains proper heat in dryer by adjusting thermostatic controls and maintains proper flow of materials.
- Assists in maintenance and repair of plant equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Observation of controls in operation----------40 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 ----------160 hours
C. Assists in maintenance and repair of plant equipment ----------200 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Operation of equipment ----------570 hours

TOTAL HOURS ---------- 1040 hours

AUTOMATIC FINE GRADER

General Description

- Operates automatic fine grade machine to cut and finish subgrade to close tolerance.
- Levels and guides automatically from preset stringline references and maintains precise grade electronically.
- May oil, grease, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ----------35 hours
C. Starting and manipulating levers and controls ----------30 hours
D. Performing other related duties ----------35 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Preventive maintenance, routine fueling, lubricating, servicing ----35 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Setting electronic controls ----------35 hours
C. Driving and operating the machine ----------535 hours

TOTAL HOURS ---------- 720 hours

BACKHOE OPERATOR

General Description

- Operates backhoe, such as is on rear of utility tractor and on other equipment, for the purpose of digging and excavating.
- May oil, grease, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

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 ----------20 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing ----------70 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Trenching operations ----------275 hours
C. Excavating for footings, structures, etc. ----------280 hours
D. Special applications and functions ----------40 hours

TOTAL HOURS ---------- 720 hours

BRIDGE WORKER

General Description

- Has a basic knowledge of standard bridge construction
- Trained in safety procedures for standard bridge construction
- Assists with housekeeping, rigging, installation of reinforcing steel
- Integrally involved in beam setting
- Integrally involved in concrete construction of substructure and superstructure

Training Outline

Approximate training time: 720 hours

I. **Orientation and observation**
   A. Safety procedures----------25 hours
   B. Observation of necessary tools and equipment----------20 hours
   C. Observation of Overall Operations----------20 hours

II. Applied Techniques
   A. Construction of concrete substructures including basic formwork, pouring of concrete preparations, stripping of forms, and salvage for reuse and cleaning, care and maintenance of necessary equipment----------275 hours
   B. Assist and/or install reinforcing steel, care and maintenance of necessary equipment ----------50 hours
   C. Construction of bridge superstructure including decking overhangs, parapets, approach slabs, pouring and finishing of concrete, care and maintenance of necessary equipment ----------200 hours
   D. Rigging and erection including installation of bridge beams and all precast concrete items, care and maintenance of necessary equipment----------80 hours
   E. Construction of Bridge Approaches including all power tools necessary. Also develop a basic understanding of highway grading, care and maintenance of necessary equipment ----------50 hours

TOTAL HOURS ----------720 hours

BULLDOZER -- GENERAL

General Description

- Operates tractor equipped with bulldozer blade that is operated either hydraulically or by cable.
- Capable of carrying grade and line.
- May oil, grease, service, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ----------35 hours
C. Starting and manipulating levers for moving equipment and attachments ----------30 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing ----------35 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Movement and stockpiling of material ----------150 hours
C. Pushing and rough grading ----------125 hours
D. Clearing and grubbing ----------125 hours
E. Finish grading ----------175 hours
F. Special application ----------30 hours

TOTAL HOURS ---------- 720 hours

BULLDOZER -- UTILITY

General Description

- Operates rubber-tired or crawler-type bulldozer, performing work not requiring skill of regular bulldozer operator.
- Performs work such as, but not limited to, moving materials in stockpile, rough work on grade, pusher for loading scrapers and earthmovers, etc.
- Operates tractor with other attachments such as, but not limited to, clearing rake, ripper, stumper, push block, etc.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ----------35 hours
C. Starting and manipulating levers for moving equipment and attachments ----------30 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing ----------35 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Movement and stockpiling of material ----------150 hours
C. Pushing and rough grading ----------125 hours
D. Clearing and grubbing ----------125 hours
E. Finish grading ----------175 hours
F. Special application ----------30 hours

TOTAL HOURS ---------- 720 hours

CARPENTER -- BRIDGE

General Description

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

Training Outline

Approximate training time: 2080 hours

I. **Orientation and observation**
   A. Safety procedures ----------25 hours
   B. Use of power and hand tools ----------200 hours
   C. Materials selection----------100 hours

II. Care and Maintenance
   A. Safety procedures ---------- 5 hours
   B. Pier, pile, and cap formwork ----------300 hours
   C. Decking formwork ----------300 hours
   D. Parapet and hand railing formwork ----------300 hours
   E. Endwall formwork ----------300 hours

III. Blue print or construction plans reading and applications -------140 hours

IV. Basic forms design
   A. Safety procedures ---------- 5 hours
   B. Basic forms design familiarity ----------200 hours

V. Stripping and salvage of forms
   A. Safety procedures ---------- 5 hours
   B. Stripping and salvage of forms for reuse ----------200 hours

TOTAL HOURS ---------- 2080 hours

CARPENTER -- LEAD

General Description

- Works directly alongside the crew to demonstrate safety standards as well as quality craft skills with a focus on coaching and mentoring.
- Under the direction of the foreman, he/she will be responsible for overseeing and coordinating the work and ensuring that project schedules are met.
- Administer company personnel policies.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

A. Understanding the function of the job----------100 hours
B. Company timekeeping and payroll processes----------10 hours
C. Understanding Company Safety Policy----------50 hours
D. Supervisory Instruction----------100 hours
E. Understanding company EEO Policy----------20 hours
F. Able to communicate effectively and to be able to get along with employees, inspectors, and SCDOT----------200 hours

II. Care and maintenance

A. Equipment supervision and maintenance----------200 hours
B. Care of materials and job site security----------150 hours

III. Actual operation of equipment

A. Development of Carpentry skills to Mastery level----------350 hours
B. Advanced blueprint or construction plan reading ----------100 hours
C. Operational planning and cost control----------100 hours
D. Understanding of grades, super elevations, vertical curves, etc. ---350 hours
E. Familiar with standard specifications----------350 hours

TOTAL HOURS ---------- 2080 hours

CARPENTER -- ROAD

General Description

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

Training Outline

Approximate training time: 1040 hours

I. Orientation and safe use of tools of the trade
- A. Power and hand tools ----------20 hours
- B. Materials selection ----------20 hours

II. Applied techniques of highway construction carpentry
- A. Safety procedures ---------- 5 hours
- B. Pier, pile, and cap formwork ----------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. Blue print or construction plans reading and applications ---------50 hours

IV. Basic forms design
- A. Safety procedures ---------- 5 hours
- B. Basic forms design familiarity ----------95 hours

V. Stripping and salvage of forms
- A. Safety procedures ---------- 5 hours
- B. Stripping and salvage of forms for reuse ----------95 hours

TOTAL HOURS ---------- 1040 hours

CARPENTER HELPER -- BRIDGE

General Description

- Assists in making and placing forms for concrete structures.
- Places prefabricated forms, wood or metal.
- Hammers, saws, and puts in form tie.
- Strips form, moves form to new location for erection or rebuilding.
- May perform related other duties.

Training Outline

Approximate training time: 1040 hours

I. **Orientation and observation**
   A. Safety procedures ----------20 hours
   B. Use of power and hand tools ----------100 hours
   C. Materials selection----------50 hours

II. Care and Maintenance
   A. Safety procedures ---------- 5 hours
   B. Pier, pile, and cap formwork ----------145 hours
   C. Decking formwork ----------150 hours
   D. Parapet and hand railing formwork ----------150 hours
   E. Endwall formwork ----------150 hours

III. Blue print or construction plans reading and applications ---------70 hours

IV. Basic forms design
   A. Safety procedures ---------- 5 hours
   B. Basic forms design familiarity ----------95 hours

V. Stripping and salvage of forms
   A. Safety procedures ---------- 5 hours
   B. Stripping and salvage of forms for reuse ----------95 hours

TOTAL HOURS ---------- 1040 hours

COLD FEED ATTENDANT (ASPHALT PLANT)

General Description

- Operates conveyor system controls to move and deliver cold or raw material to storage including operation of in-line screen units.
- Unloads rail cars of stone, gravel, and sand, and directs unloading of dump trucks.
- Lubricates and assists in the maintenance of conveyor system.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of conveyor system controls ----------35 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine lubrication ----------40 hours
C. Assist in maintenance of conveyor system ----------50 hours

III. Actual operation of conveyor

A. Moves and delivers cold or raw material to storage, including operation of in-line screen units ----------150 hours
B. Unloads rail cars ----------150 hours
C. Directs unloading of dump trucks. ----------85 hours

TOTAL HOURS ---------- 520 hours

CONCRETE FINISHER

General 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.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of use of straight edges, floats, and steel trowels -----25 hours
C. Observation of forming a finishing of edges and joints ----------25 hours
D. Observation of use of concrete finishing machine ----------15 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine cleaning work area and materials, holding materials and 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-200 hours

TOTAL HOURS ---------- 1040 hours

CONCRETE FINISHING MACHINE OPERATOR

General Description

- Operates machine running on forms, spreads strikes off, and screeds to correct elevation.
- May oil, grease, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

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 ----------690 hours

TOTAL HOURS ---------- 1040 hours

CONCRETE PAVER OPERATOR

General 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.

Training Outline

Approximate training time: 1040 hours

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 ----------690 hours

TOTAL HOURS ---------- 1040 hours

CONCRETE PLANT OPERATOR

General Description

- Operates controls to deliver and weigh specified quantities of aggregate, Portland cement, fly ash, air intraining agent, and water to mix and dump into trucks.
- Adjust water and mixing time as permitted by the owner to assure a consistent concrete.
- Assist in maintenance and repair of all plant equipment.
- Assist in erecting and dismantling plant.
- Requires knowledge of process and controls, as well as skill in operating controls to maintain quality concrete at maximum production.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Observation of controls in operation ----------10 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 ----------160 hours
C. Assists in maintenance and repair of plant equipment ----------200 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Operation of plant ----------600 hours

TOTAL HOURS ---------- 1040 hours

CONCRETE SAW OPERATOR

General Description

- Operates a water-cooled power saw with either a diamond blade or an abrasive blade to saw expansion and contraction 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.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of work of concrete paving saw operator ----------50 hours
C. Assist concrete paving saw operator ----------45 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine servicing, greasing, and oiling ----------35 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Saw expansion and contraction joints in concrete paving ---------700 hours
C. Saw asphaltic pavements ----------195 hours

TOTAL HOURS ---------- 1040 hours

CONCRETE SPREADER OPERATOR

General Description

- Operates a self-propelled machine that rides on the paving forms behind concrete pavers.
- Operates controls to spread fresh concrete evenly over subgrade or in concrete forms.
- Points out low spots in freshly poured concrete so that more concrete can e dumped in that spot.
- May oil, grease, or otherwise service and make necessary adjustments to equipment as needed.
- May perform other related duties.

Training Outline

Approximate training time: 1,040 hours

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, lubrication, and servicing ----------150 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Regulation, indoctrination, and operation ----------120 hours
C. Operation of machine ---------- 690 hours

TOTAL HOURS ---------- 1,040 hours

CONCRETE TECHNICIAN

General Description

- Works with mix designs and tests concrete to determine strength; more specifically takes sank and stone samples for gradation compliance.
- Runs gradation tests, tests air in concrete, takes cores for depth check, tests slump of concrete, makes beams for strength determination.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of gradation testing of sand and stone----------20 hours
C. Observation of testing of samples of concrete ----------15 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Observation and maintenance of laboratory equipment----------15 hours
C. Learning to analyze tests and preparing test results reports---------20 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Testing sand and stone samples for gradation ----------50 hours
C. Testing samples of concrete for Air In, depth, and slump; make beams ----------385 hours

TOTAL HOURS ---------- 520 hours

CONSTRUCTION FIELD OFFICE ASSISTANT

General Description

- Work with job superintendent in coordinating and monitoring purchases as well as scheduling their arrival.
- Work as project timekeeper and orchestrator of the labor force, including interviewing, hiring, and indoctrinating new employees.
- Coordinate construction activities with the State Highway Department.
- Perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation

A. Requirements of purchasing ----------20 hours
B. Payroll procedures and labor analysis ----------40 hours
C. Corporate policy review (personnel) ----------15 hours

II. Application

A. Purchasing and scheduling ----------120 hours
B. Keeping time and monitoring workers activities ----------150 hours
C. Assimilating new employees ----------70 hours
D. Overview of all job activities ----------120 hours

III. Office coordination

A. Assisting job superintendent ----------40 hours
B. Main office and field office coordination ----------145 hours

TOTAL HOURS ---------- 720 hours

CRANE, DRAGLINE, AND SHOVEL OPERATOR -- OVER 1 YD

General Description

- Operates crane, dragline, and shovel.
- Grades to line and grades from reference points.
- Operates crane to hoist and move materials, raise and lower heavy weights, charge cold feed bins, etc.
- Uses dragline, clamshell, gradall, orange peel, and other related attachments.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Observation (as a passenger) 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 ----------300 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Excavation of footings and removal of unsuitable materials -------300 hours
C. Loading and unloading materials ----------350 hours
D. Trenching for pipe, etc. ----------250 hours
E. Hoisting materials ----------400 hours
F. Placement of beams, pipes, girders, piles, etc. ----------300 hours
G. Charge hoppers with materials on asphalt and concrete plants ----50 hours

TOTAL HOURS ---------- 2080 hours

CRANE, DRAGLINE, AND SHOVEL OPERATOR -- 1 YD AND UNDER

General Description

- Operates crane, dragline, and shovel.
- Grades to line and grades from reference points.
- Operates crane to hoist and move materials, raise and lower heavy weights, charge cold feed bins, etc.
- Uses dragline, clamshell, gradall, orange peel, and other related attachments.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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 ----------295 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Trenching operations (for pipe laying, etc.) ----------300 hours
C. Excavating (for structures, footings, etc.) ----------300 hours
D. Special applications and functions ----------35 hours

TOTAL HOURS ---------- 1040 hours

CRANE OPERATOR – HYDRAULIC

General Description

- Operates boom-type equipment to hoist and move materials, raise and lower heavy weights and perform other related operations.
- Workers are classified according to the type of machine or attachment used, location of machine, or work performed; i.e. Clamshell operator is so designated when machine is equipped with hinged-type attachment.
- Operates crane to perform 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 require hoist operations and pile driving operations.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1010 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Observation (as a passenger) of machine in operation ----------145 hours
C. Starting and manipulating levers for moving equipment and attachments ----------145 hours

II. Care and maintenance

A. Safety procedures ----------10 hours
B. Routine fueling, lubricating, and servicing ----------90 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Operating boom-type equipment to hoist and move materials, raise and lower heavy weights, and perform other related operations--295 hours
C. Excavation (for structures, footings, pipe laying, etc.) ----------170 hours
D. Special applications and functions ----------135 hours

TOTAL HOURS ---------- 1010 hours

CRUSHER FEEDER

General Description

- Operates 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.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation
- A. Safety procedures ---------- 5 hours
- B. Observation of machine in operation ----------40 hours

II. Care and maintenance
- A. Safety procedures ---------- 5 hours
- B. Routine lubricating, oiling, and greasing ----------50 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 ----------120 hours
- D. Operation of crusher ----------805 hours

TOTAL HOURS ---------- 1040 hours

CURB AND GUTTER BUILDER

General Description

- Constructs concrete curb and gutter sidewalks, which do not require a fine finish.
- Grades earth with hand tools for setting steel forms.
- Sets and aligns steel forms.
- Places concrete in forms from ready-mix trucks with hand tools and shovels.
- Uses float trowel and templates.
- Edges concrete and completes with brush or broom.
- Not required to lay out work or to establish lines and grades.
- May perform other related work.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of operation ----------35 hours
C. Observation of power and hand tools ----------20 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Hand and power tools ----------20 hours
C. Steel forms ----------20 hours

III. Applied techniques of building curb and gutter

A. Curb and gutter construction ----------300 hours
B. Grading earth ----------135 hours
C. Set and align steel forms ----------100 hours
D. Place and finish concrete ----------300 hours
E. Edge and finish concrete with brush or broom ----------100 hours

TOTAL HOURS ---------- 1040 hours

CURB MACHINE OPERATOR

General Description

- Operates curb machine, setting of elevation and stringline, and preparing subgrade.
- Set up for grade trimming/slipforms, pre-operational instruction, and slipform curb operation.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of machine in operation ----------20 hours
C. Starting and manipulating control panel ----------15 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing; ordering parts ----------35 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Setting stringlines ----------50 hours
C. Operating to string and detecting malfunctions ----------250 hours
D. Adjustments on grade and slope ----------100 hours
E. Familiarization of radius and curve ----------35 hours

TOTAL HOURS ---------- 520 hours

DRILL OPERATOR

General description

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

Training Outline

Approximate training time: 1040 hours

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 ----------295 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Purpose of various types of drills ---------- 5 hours
C. Fasten drill, adjust drill angle and lock into position, adjust drill speed ----------495 hours
D. Adjustments to equipment ----------100 hours
E. Special applications and functions ----------35 hours

TOTAL HOURS ---------- 1040 hours

ELECTRICIAN -- BRIDGE

General Description

- Help lay out work from plans or sketch
- Cut and thread conduit, install anchors and straps, pull wire, etc.
- Equipment setting
- May perform other related duties.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation
- A. Safety procedures ----------20 hours
- B. Use of power and hand tools ----------200 hours
- C. Materials selection----------100 hours

II. Care and maintenance
- A. Safety procedures ----------10 hours
- B. Setting up benders ----------60 hours
- C. Bending conduit----------300 hours
- D. Installing conduit----------600 hours
- E. Pulling wire ----------300 hours

III. Blue print or construction plans reading and applications-------- 140 hours

IV. Setting Equipment
- A. Safety procedures ---------- 5 hours
- B. Setting MCC's Transformers, Generators----------250 hours

V. Tool storing and clean up
- A. Safety procedures ---------- 5 hours
- B. Tool storing----------45 hours
- C. Clean up----------45 hours

TOTAL HOURS ---------- 2080 hours

ELECTRICIAN – TECHNICIAN

General Description

- Cut and thread aerial lines, conduit, install anchors and straps, pull wire, etc.
- Equipment setting – lay or run electrical wire and conduit and splicing
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures plan & operating procedures, including OSHA regulation 29 CFR 1926 such as Parts C, D, E, F, G, H, I----------10 hours
B. Observation and use of power and hand tools ----------30 hours
C. Introduction to Materials selection----------20 hours

II. Care and maintenance

A. Safety procedures ----------20 hours
B. Bending conduit----------80 hours
C. Installing conduit ----------80 hours
D. Pulling wire ----------70 hours

III. Blue print or construction plans reading and applications----------20 hours

IV. Setting Equipment

A. Safety procedures ---------- 20 hours
B. Setting MCC's Transformers, Generators----------80 hours

V. Tool storing and clean up

A. Safety procedures ----------20 hours
B. Tool storing----------50 hours
C. Clean up----------20 hours

TOTAL HOURS ---------- 520 hours

EROSION CONTROL

General Description

- Controls erosion around construction site.
- Oversees the proper erection, placement, removal, and storage of required erosion control materials.
- Maintains necessary supplies.
- May perform related other duties.

Training Outline

Approximate training time: 520 hours

I. **Orientation and observation**
   A. Safety procedures ----------10 hours
   B. Learns & fully understands the basic functions & requirements of the position ----------20 hours
   C. Becomes familiar with applicable regulations and/or policies--------20 hours

II. Applied Techniques
   A. Develops & maintains ways of controlling erosion on a daily basis, including acting as a liaison between the project superintendent & project engineer----------150 hours
   B. Ensures that adequate supplies are on hand to meet required needs ----------20 hours
   C. Oversees the proper erection, placement, and dismantling of required erosion control materials on a daily basis----------200 hours
   D. Remains alert to any changes that occur throughout day and takes steps to implement suitable control procedures ----------100 hours

TOTAL HOURS ---------- 520 hours

EROSION CONTROL TECHNICIAN

General Description

- Controls erosion around construction site.
- Maintains necessary supplies.
- Assists in proper erection, placement, removal, and storage of required erosion control materials.
- May perform related other duties.

Training Outline

Approximate training time: 520 hours

I. **Orientation and observation**
   A. Safety procedures ----------10 hours
   B. Learns & fully understands the basic functions & requirements of the position ----------20 hours
   C. Becomes familiar with applicable regulations and/or policies--------20 hours

II. Applied Techniques
   A. Develops & maintains a suitable relationship with project superintendent & project engineer. Maintains ways & means of controlling and preventing erosion on a daily basis ----------50 hours
   B. Sees that adequate supplies are on hand to meet needs ----------20 hours
   C. Responsible for properly placing and removing required erosion control materials as required by the project specifications---------200 hours
   D. Monitors daily silt fence/erosion prevention devices and takes appropriate measures to correct deficiencies----------200 hours

TOTAL HOURS ---------- 520 hours

FENCE ERECTOR

General Description

- Erects and repairs fences and gates along roadways, using tractor or truck mounted equipment (auger, driver, etc.), power or hand tools.
- Establishes fence line from plans and marks positions for post holes.
- Digs post holes and sets posts in upright position.
- Aligns posts using string line or by sighting along edges of posts
- Secures post in post hole with concrete or other materials to embed post
- Verifies vertical alignment of post with plumb bob or level.
- Constructs horizontal bracing between posts when required.
- Stretches material, if necessary, to produce a uniform product and attaches fence to post
- Attaches hardware as necessary for gates, etc.
- May be required to blast rock or clear trees and shrubs along fence line.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation ---------- 30 hours

A. Safety and environmental procedures
B. Observation (as a passenger)
C. Starting and manipulating levers and controls
D. Performing other related duties

II. Care and maintenance ---------- 70 hours

A. Safety procedures
B. Power and hand tools
C. Equipment
D. Work area

III. Actual work activities ---------- 420 hours

A. Lays out and clears fence lines
B. Determines post locations
C. Digs hole and sets post or drives post to proper alignment and grade
D. Pour incidental concrete
E. Cuts and installs braces
F. Stretches and fastens wire or attaches fence material
G. Final alignment and clean up

TOTAL HOURS ---------- 520 hours

FOREMAN – BRIDGE CONSTRUCTION

General Description

- Supervises crew to include recruitment, training, and direct supervision.
- Responsible for coordinating work with regard to inspection, material supply, and equipment required.
- Keeps personnel records to include payroll time and administer company personnel policy.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

A. Understanding the function of the job ---------- 200 hours
B. Understanding Company timekeeping and payroll procedures -----15 hours
C. Understanding Company EEO policy ----------15 hours
D. Understanding Company Safety Policy----------50 hours
E. Supervisory instruction ---------- 200 hours

II. Advanced blueprint or construction plan reading ---------- 100 hours

III. Applied techniques of bridge construction

A. Equipment supervision and maintenance ---------- 200 hours
B. Care of materials and job site security ---------- 150 hours
C. Operational planning and cost control---------- 200 hours
D. Familiar with standard specs ---------- 350 hours
E. Able to communicate effectively and to be able to get along with employees, other personnel, the general public, engineers, inspectors, and the DOT ---------- 200 hours
F. Understanding of grades, superelevations, vertical curves, etc. -- 400 hours

TOTAL HOURS ---------- 2080 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FOREMAN – GRADING

General Description

- Supervises crew to include recruitment, training, and direct supervision.
- Responsible for coordinating work with regard to inspection, material supply, and equipment required.
- Keeps personnel records to include payroll time and administer company personnel policy.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

A. Understanding the function of the job ----------200 hours
B. Understanding Company timekeeping and payroll procedures -----15 hours
C. Understanding Company EEO policy ----------15 hours
D. Understanding Company Safety Policy----------50 hours
E. Supervisory instruction ----------200 hours

II. Advanced blueprint or construction plan reading ----------100 hours

III. Applied techniques of construction

A. Equipment supervision and maintenance ----------400 hours
B. Care of materials and job site security ----------100 hours
C. Operational planning, materials and testing ----------400 hours
D. Staking, grading, and Quality Control ----------400 hours
E. Able to communicate effectively and to be able to get along with employees, other personnel, the general public, engineers, inspectors, and the DOT ----------200 hours

TOTAL HOURS ---------- 2080 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FOREMAN – HIGHWAY CONSTRUCTION

General Description

- Supervises and coordinates the activities of workers under him engaged in one or more occupations.
- Studies production schedules and estimates man-hour requirements for the completion of the job.

Training Outline

Approximate training time: 2000 hours

I. Administration ----------200 hours

A. Interpreting company policy to workers
B. Enforcing safety regulations
C. Maintaining time and production records
D. Coordinating work schedules with other foreman
E. Recruiting
F. Inspecting materials

II. Production ---------- 1500 hours

A. Receives instructions and specifications from superintendents and transmits them to other members of the crew
B. Interprets blueprints, specifications and job orders.
C. Assists workers in solving jobsite problems.
D. Operates power equipment and other machinery as needed.
E. Regularly performs all tasks of workers in the crew.

III. Personnel ----------300 hours

A. Supervises crew in absence of superintendent
B. Recommends personnel actions such as promotions, transfers, discharges, and disciplinary action
C. Trains/orients new employees and/or trainees

TOTAL HOURS ---------- 2000 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FOREMAN – PAVING

General Description

- Supervises crew to include recruitment, training, and direct supervision.
- Responsible for coordinating work with regard to inspection, material supply, and equipment required.
- Keeps personnel records to include payroll time and administer company personnel policy.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

A. Understanding the function of the job ---------- 200 hours
B. Understanding Company timekeeping and payroll procedures -----15 hours
C. Understanding Company EEO policy ----------15 hours
D. Understanding Company Safety Policy----------50 hours
E. Supervisory instruction ---------- 200 hours

II. Advanced blueprint or construction plan reading ---------- 100 hours

III. Applied techniques of roadway construction

A. Equipment supervision and maintenance ---------- 400 hours
B. Care of materials and job site security ---------- 100 hours
C. Operational planning / job management---------- 600 hours
D. Paving preparation and quality control ---------- 200 hours
E. Able to communicate effectively and to be able to get along with employees, other personnel, the general public, engineers, inspectors, and the DOT ---------- 200 hours

TOTAL HOURS ---------- 2080 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FORM GRADER

General Description

- Operates form grader machine, roughly equivalent in size and horsepower to an industrial farm tractor.
- Rough grades form lines to approximately finished grade, sets necessary strings and stakes.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of machine in operation ----------15 hours
C. Starting, stopping, and manipulating levers for operation ----------15 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing ----------30 hours

III. Actual operation of equipment

A. Reading grade stakes ----------10 hours
B. Grading form lines to approximate finished grade ----------300 hours
C. Setting necessary strings and stakes ----------135 hours
D. Safe operation procedures ---------- 5 hours

TOTAL HOURS ---------- 520 hours

FORMSETTER BRIDGE

General Description

- Fits together, align, and sets to grade metal or wooden form for holding concrete, and sets line for slip forms.
- May use hammer, saw, square, level, and such fastening devices as may be required.
- May perform other related duties.

Training Outline

Approximate training time: 730 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of placing of forms ----------20 hours
C. Observation for form stripping and setting or precast concrete -----20 hours
D. Reading and interpreting falsework/formwork drawing----------10 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Help strip forms and clean work area ----------20 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Hold and help align forms, drive stakes for braces, and help erect scaffolding ----------200 hours
C. Observe and assist in setting precast concrete ----------145 hours
D. Measures space between forms, fits together plumbs vertically, sets to elevation ----------200 hours
E. Check forms while concrete is being poured ----------100 hours

TOTAL HOURS ---------- 730 hours

FORMSETTER ROAD

General Description

- Fits together, align, and sets to grade metal or wooden form for holding concrete, and sets line for slip forms.
- May use hammer, saw, square, level, and such fastening devices as may be required.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of placing of forms ----------20 hours
C. Observation for form stripping and setting or precast concrete -----20 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Help strip forms and clean work area ----------20 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Hold and help align forms, drive stakes for braces, and help erect scaffolding ----------200 hours
C. Observe and assist in setting precast concrete ----------145 hours
D. Measures space between forms, fits together plumbs vertically, sets to elevation ----------200 hours
E. Check forms while concrete is being poured ----------100 hours

TOTAL HOURS ---------- 720 hours

GPS OPERATOR

General 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 Rodperson.
- Is responsible for accuracy of this field engineering work.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation ---------- 2 hours

II. GPS Operator's Instruction ---------- 123 hours

A. Toolbox Safety Meeting
B. Observe proper operation of the GPS equipment
C. Receive instruction on basic function and preparation of daily functions
D. Introduction to proper care, storage, and usage of GPS system
E. Learn proper method of transporting GPS equipment (sequence of usage for various procedures

III. GPS Operation and Setup ---------- 195 hours

A. Toolbox Safety Meeting
B. Establish standard procedure and scheduling for preventative maintenance on GPS equipment
C. Develop plan for corrective maintenance
D. Sets and assembles GPS for use on the job site
E. Receives instruction on company policy and observes methods to receive and store GPS for us on the project

IV. GPS Operator Application ---------- 200 hours

A. Toolbox Safety Meeting
B. Demonstrate ability to receive and store GPS equipment needed for job under supervision
C. Plans, arranges and transports GPS equipment to project site
D. Assists in the planning and implementation of preventative and corrective maintenance of equipment
E. Work with tools of trade to maintain equipment in good working order

TOTAL HOURS ---------- 520 hours

GRADALL OPERATOR

General Description

- Operates Gradall to dig trench to set grade under Foreman's supervision
- Pick up, swing and lower pipe into trench and backfill
- Excavate around hard-to-get-to- items such as telephone and power poles, manholes, water valves, catch basins, etc.
- Backfill curb and gutter, landscape shoulders and backslopes.
- Load borrow and waste into trucks.
- Unload and place temporary concrete barrier during traffic control operations.
- May perform other related duties

Training Outline

Approximate training time: 1040 hours

I. Orientation and Observation

A. Safety procedures ---------- 5 hours
B. Observation of machine in operation ----------45 hours
C. Starting and manipulating valves and levers ----------50 hours

II. Care and Maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating and servicing ----------70 hours

III. Actual Operation of Equipment

A. Safety procedures ---------- 5 hours
B. Trenching and traffic control operations ----------300 hours
C. Excavating around hard-to-get-to items ----------300 hours
D. Special applications and functions ----------35 hours
E. Operation of equipment ----------225 hours

TOTAL HOURS ---------- 1040 hours

GRADE CHECKER

General Description

- Positions batterboards or pins to indicate direction of cut.
- Hammers batterboard pins into ground at designated intervals.
- Tests contour of road subgrade to determine uniformity of contour.
- Shovels dirt from high areas and tamps it into low areas to obtain uniform contour.
- May signal operator of grading machine to correct discrepancies.

Training Outline

Approximate training time: 520 hours

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 equipment

A. Safe operating procedures ---------- 5 hours
B. Setting and driving pins and braces in place ----------100 hours
C. Observe and assist in setting grade ----------200 hours
D. Check grade and lines before and after grading operations -------135 hours

TOTAL HOURS ---------- 520 hours

GRADING TECHNICIAN

General Description

- Shovels dirt,stone, and rubble from high areas and prepares areas to grade.
- Perform basic maintenance on equipment.
- Set out barricades.
- Perform all truck related duties.(ticket taking,guiding trucks,ticket notes).
- Operates basic equipment. (plate tamp,jumping jack tamp,cutoff saw,rollers)
- Signal operator of grading machine to correct contour.
- May perform other related duties. (assist operators,spotting)

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 15 hours
B. Observation of operation ---------- 35 hours

II. Care and maintenance

A. Safety procedures ---------- 25 hours
B. Cleans work area ---------- 25 hours

III. Applied operation

A. Safe operating procedures---------- 75 hours
B. Basic equipment maintenance---------- 50 hours
C. Shovels dirt, stone, and rubble---------- 50 hours
D. Sets out barricades---------- 25 hours
E. Receives and accumulates truck delivery tickets---------- 30 hours
F. Guides and directs dump trucks---------- 40 hours
G. Prepares area to grade ---------- 75 hours
H. Operation of basic equipment---------- 75 hours

TOTAL HOURS ---------- 520 hours

GREASER / OILER

General Description

- Operates fuel, grease, and oil truck.
- Lubricates moving parts and wearing surfaces of equipment as assigned.
- Operates pressure greasing equipment.
- Cleans equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of truck in operation ----------10 hours
C. Starting and manipulating vehicle ----------15 hours

II. Care and maintenance

A. Safety procedures ----------10 hours
B. Lubricates moving parts and wearing surfaces of equipment -----100 hours
C. Cleans equipment ----------100 hours

III. Actual operation of equipment

A. Safe operating procedures ----------100 hours
B. Operates pressure greasing equipment ----------400 hours
C. Operation of vehicle ----------300 hours

TOTAL HOURS ---------- 1040 hours

GUARDRAIL ERECTOR

General Description

- Erects and repairs various types of guardrail according to plans, standards and specifications.
- Assist with layout and marking for proper spacing and alignment.
- May operate truck or tractor mounted equipment (auger, pounder/driver) necessary for post installation and ensures proper depth of post.
- Uses power and hand tools in conjunction with hanging and attaching rail.
- May require mixing/placing concrete for post and anchor installations.
- May perform related other duties.

Training Outline

Approximate training time: 720 hours

I. **Orientation and observation ----------80 hours**
   A. Safety procedures
   B. Use of power and hand tools
   C. Materials selection

II. Care and Maintenance ----------60 hours
   A. Safety procedures
   B. Hand tools, power tools, work area

III. Actual Functions of Guardrail Erection---------- 580 hours
   A. Safety procedures
   B. Reading plans, standards, and specifications
   C. Layout work area
   D. Incidental concrete pouring and post setting
   E. Post hole digging and post driving equipment operation
   F. Guardrail attachment, painting and finishing

TOTAL HOURS ---------- 720 hours

HYDRO SEEDER OPERATOR

General Description

- Operates truck mounted hydro sprayer to cover designated areas with mixture of grass seed, fertilizer and mulch according to specifications.
- Pumps water and dumps seed, fertilizer and wood fiber into hydro sprayer tank according to formula.
- Connects hoses and nozzles, selected according to terrain and distribution pattern requirements.
- Starts motors and engages machinery, such as hydro sprayer agitator and pump.
- Lifts, pushes and swings nozzle, hose and tube to direct spray over designated area.
- Covers area to specified depth, applying knowledge of weather conditions, such as humidity and wind velocity; machinery capacities, such as droplet size and elevation to-distance ratio; and obstructions, such as trees and buildings.
- Gives instructions to truck driver, using hand and horn signals, to ensure complete coverage of designated area.
- Cleans equipment and may service and make normal operating adjustments to equipment
- May perform other related duties.

Training Outline

Approximate training time: 520

I. Orientation and observation ---------- 40 hours
- A. Overview of industry
- B. Company policies and procedures
- C. Instructions and observations
- D. Practical experience/applied techniques

II. Environmental considerations ---------- 10 hours

III. Safety associated with this operation ---------- 30 hours

IV. Care and maintenance ---------- 35 hours
- A. Routine fueling, lubrication and servicing
- B. Minor repairs
- C Operation adjustments
- D. Cleaning of equipment and work area

V. Applicable work activities----------405 hours
- A. Fills hydro sprayer tank with appropriate material
- B. Connects hoses and nozzles
- C. Operates hydro sprayer with attachments
- D. Observes and control distribution of material
- E. Familiar with applicable specifications
- F. Makes field adjustments to compensate for weather conditions, machinery capacities and obstructions.
- G. Coordination with truck driver

TOTAL HOURS ----------520 hours

INSTRUMENT ENGINEER

General 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 Rodperson.
- Is responsible for accuracy of this field engineering work.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Work as Rodperson ----------40 hours
C. Observation of instrument engineer ----------20 hours

II. Applied techniques of the trade

A. Using the rod ----------20 hours
B. Using the chain ----------20 hours
C. Using surveying instrument ----------30 hours
D. Reading plans to establish lines, points, and grades ----------30 hours
E. Computing cross sections ----------30 hours
F. Making engineering notes and recording data ----------20 hours

III. Actual operation

A. Use surveying instrument to establish lines, points, and grades -260 hours
B. Direct placement of stakes ----------20 hours
C. Supervise Rodperson ----------20 hours

TOTAL HOURS ---------- 520 hours

IRONWORKER -- REINFORCING

General Description

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

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of operation ----------15 hours
C. Plan reading ----------15 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Care and maintenance of tools and equipment ----------30 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 ---------- 75 hours
D. Spaces and wires reinforcing rods ----------225 hours

TOTAL HOURS ---------- 720 hours

IRONWORKER -- STRUCTURAL

General Description

- Reads plans.
- Rigs, assembles, and erects structural members requiring riveting or welding.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of operation ----------30 hours
C. Plan reading ----------15 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Care and maintenance of tools and equipment ----------50 hours

III. Actual operation of reinforcing

A. Rigging structural member requiring riveting or welding ----------115 hours
B. Assembling structural member requiring riveting or welding ------200 hours
C. Erection of structural member requiring riveting or welding -------300 hours

TOTAL HOURS ---------- 720 hours

IRRIGATION INSTALLER

General Description

- Has knowledge of DHEC regulations and back-flow preventers
- Installs and plumbs up well for irrigation system, including the intake structure.
- Performs system layout including trunk & lateral lines, head locations, electric valves, irrigation wire and automatic timers.
- Operates trencher.
- Cleans and glues irrigation pipe.
- Lays irrigation wire and connects to valves.
- Flushes out lines.
- Installs and adjusts sprinkler heads and sets the irrigation timers.
- Maintains the system by adjusting heads and times as necessary.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation ---------- 20 hours

A. Overview of industry
B. Company policies and procedures
C. Instructions and observations
D. Practical experience / applied techniques

II. Environmental considerations ---------- 15 hours

A. DHEC Regulations
B. Back-flow preventers

III. Safety associated with this operation ---------- 25 hours

IV. Care and maintenance of job site, physical, equipment, materials - 40 hours

V. Applicable work activities ----------420 hours

A. Comprehension of irrigation plan and irrigation procedures
B. Site preparation activities and site layout
C. Material ordering and preparation
D. Trencher and loader operation and maintenance
E. Performance of irrigation system installation, including trench, cut pipe, glue fittings, lay wire, hook up valves attaching sprinkler heads, flush lines, attach adjusting nozzles, back fill trenches and tamping, attach timer and set watering times, perform on-going maintenance of entire system
F. Coordination with landscaping operations

TOTAL HOURS ----------520 hours

JOINT SEAL INSTALLER
(Neoprene, Silicone & Hot Pour)

General Description

- Operates and maintains joint seal equipment
- Cleans and prepares joints to receive joint sealant material
- Manipulates machine controls to obtain joint acceptance

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of joint seal operation set up ----------15 hours
C. Observation of joint cleaning and preparation ----------15 hours
D. Observation of joint material installation and equip. operation---------30 hours
E. Starting and manipulation of equipment controls----------35 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, servicing and clean up of equipment---------- 55 hours
C. Proper handling technique of joint sealant and material----------40 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 5 hours
B. Basic operation of equipment----------25 hours
C. Joint preparation ----------30 hours
D. Operation of equipment---- ----------260 hours

TOTAL HOURS ---------- 520 hours

LAB TECHNICIAN

General Description

- Monitoring of Volumetric Properties of Hot Mix Asphalt.
- Upkeep of necessary paperwork for both Contractor and DOT.
- Performing of all Testing Procedures to satisfy both Company and SCDOT requirements.
- Related duties may include Roadway Quality Control.

Training Outline

Approximate training time: 1040 hours

I. Orientation

A. Safety procedures (Lab Equipment) ----------60 hours
B. Proper use of Equipment ----------200 hours

II. Maintenance of Equipment

A. Care of Ignition Oven ----------50 hours
B. Care of Marshall Hammer ----------50 hours
C. Care of other Related Equipment ----------100 hours

III. Basic Record Keeping

A. Computer orientation (Excel) ----------80 hours
B. Paperwork (Company Required) ----------75 hours
C. Paperwork (DOT Required) ----------75 hours
D. File and Record Keeping (Other) ----------50 hours

IV. Basic Job Duties

A. Making of Marshal Specimens ----------50 hours
B. Making of Gyratory Specimens ----------50 hours
C. Running of Maximum Gravity (Procedure) ----------50 hours
D. Running of Bulk Specific Gravities (Procedure) ----------50 hours
E. Running of Sieve analysis (Procedure) ----------50 hours
F. Running of Stability of Mix (Procedure) ----------50 hours

TOTAL HOURS ---------- 1040 hours

LANDSCAPE WORKER

General Description

- Moves soil, equipment, and materials, digs holes for plants and trees, using pick and shovel or power equipment.
- Mixes fertilizer or lime with dirt in bottom of holes to enrich soil, places plants, or trees in holes and adds material to fills holes.
- Attached wires from planted trees to stakes to support trees.
- Hauls or spreads topsoil, using wheelbarrow and rake.
- Waters trees and plants.
- Spreads straw or seeded soil.
- Places decorative stones.
- Plants flowers and mows grass, using power mower.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation ---------- 20 hours
- A. Overview of industry
- B. Company policies and procedures
- C. Instructions and observations
- D. Practical experience/applied techniques

II. Environmental considerations ---------- 5 hours

III. Safety associated with this operation ---------- 25 hours

IV. Care and maintenance ---------- 40 hours
- A. Hand
- B. Equipment
- C. Work area

V. Applicable work activities ----------430 hours
- A. Comprehension of landscape site plans and landscaping procedures
- B. Site preparation activity
- C. Perform landscaping operations (planting, pruning, trimming, seeding, Mulching, watering, aesthetics activities, fertilizing, and liming, Spreading topsoil, staking plants, etc.

TOTAL HOURS ----------520 hours

LOADER OPERATOR

General Description

- Operates rubber tired or crawler type tractor with attached scoop type bucket on front end.
- Excavates and loads excavating material, loads material from stockpiles, charges batch plants, and loads trucks.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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 materials ----------250 hours
C. Excavation ----------150 hours
D. Special applications ----------35 hours

TOTAL HOURS ---------- 520 hours

LUTE PERSON / ASPHALT RAKER

****** "New Hire" Trainee Only ******

General Description

- Distributes asphaltic materials by raking.
- Matches and finishes freshly made asphalt paving points evenly.
- Smoothes and adjusts surface irregularities.
- Restores surface finish after hand raking.
- Spreads asphalt to proper grade and finish before compaction.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of operation ----------25 hours

II. Care and maintenance

A. Safety procedures ----------10 hours
B. Hand tools ----------20 hours

III. Actual operation

A. Matches and finishes freshly made asphalt paving joint evenly ----80 hours
B. Smoothes and adjusts surface irregularities ----------140 hours
C. Restores surface finish after hand raking ----------100 hours
D. Spreads asphalt to proper grade & finishes before compaction --140 hours

TOTAL HOURS ---------- 520 hours

MASON

General 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.

Training Outline

Approximate training time: 1040 hours

I. Orientation and use of tools of the trade

A. Safety procedures ---------- 5 hours
B. Setting up template and guidelines ----------10 hours
C. Using hand trowels, straight edge, and hand level ----------20 hours
D. Using materials, including brick, concrete block, tile, mortar mixer, and other materials ----------40 hours

II. Applied techniques of structural masonry

A. Safety procedures ----------10 hours
B. Excavations ----------25 hours
C. Manholes, catch basins, drop inlets ----------375 hours
D. Sidewalks, retaining walls, revetments ----------200 hours
E. Miscellaneous structures ----------200 hours

III. Blue print of construction plan reading and application ----------50 hours

IV. Checking and inspection

A. Safety procedures ---------- 5 hours
B. Conformity with specifications and plans ----------100 hours

TOTAL HOURS ---------- 1040 hours

MASON HELPER

****** "New Hire" Trainee Only ******

General description

- Assist mason by performing duties of lesser skills
- Keeps mason supplied with materials, tools, and supplies
- Cleans working areas and equipment
- Runs concrete mixer
- Learns how to lay out work from plans
- Assists mason in laying 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.

Training Outline

Approximate training time: 520 hours

I. Orientation and use of tools of the trade

A. Safety procedures ---------- 5 hours
B. Setting up template and guidelines ---------- 5 hours
C. Using hand trowels, straight edge, and hand level ----------10 hours
D. Using materials, including brick, concrete block, tile, mortar mixer, and other materials ----------20 hours

II. Applied techniques of structural masonry

A. Safety procedures ---------- 5 hours
B. Excavations ----------10 hours
C. Manholes, catch basins, drop inlets ----------185 hours
D. Sidewalks, retaining walls, revetments ----------100 hours
E. Miscellaneous structures ----------100 hours

III. Blue print of construction plan reading and application ----------25 hours

IV. Checking and inspection

A. Safety procedures ---------- 5 hours
B. Conformity with specifications and plans ----------50 hours

TOTAL HOURS ---------- 520 hours

MECHANIC

General Description

- Assembles, sets up, adjusts, maintains, repairs, and welds equipment.
- Operates any equipment unity on a temporary basis for operating adjustments.
- May perform other related duties.

Training Outline

Approximate training time: 2080 hours

I. Machine shop familiarization ---------- 160 hours
- A. Welding and burning equipment
- B. Operation of lathes, saws, shapers, girders, presses

II. Specific skills
- A. Lubrication ---------- 40 hours
  1. Oil, air, and fuel filtration
  2. Grease points and capacities
  3. Inspection techniques to detect abnormal conditions
- B. Paint and body ---------- 40 hours
  Assist in bodywork and painting procedures
- C. Injector-Governor ---------- 120 hours
  Operation and service of fuel injector pumps and nozzles and engine governors
- D. Water-cooled engine rebuild ---------- 200 hours
  Assist in the complete overhaul and testing of gas and diesel engines
- E. Transmissions and rear ends ---------- 240 hours
  Assist in the complete overhaul of the various mechanisms used to transfer engineer horsepower to tractive effort
- F. Air-cooled engines ---------- 200 hours
  Assist in the complete overhaul of the various air-cooled engines and their applications
- G. Starters, generators, and voltage regulators ---------- 160 hours
  Assist in the complete overhaul of the various starters, generators, and voltage regulators

III. Heavy equipment parts familiarization ---------- 80 hours
- A. The parts catalogs
- B. Procurement and cost of heavy equipment parts
- C. Handling and storage of heavy equipment parts

IV. Heavy equipment servicing
- A. In the shop ---------- 600 hours
  Assist in the repair and overhaul of the various heavy equipment, including, in so far as is practical, crawler and portable cranes, crawler and wheel tractors, booms, front end loaders, rollers, subgrade mixers, motor graders, compactors, pumps and air compressors—their power plants transmissions, controls
- B. On the field ---------- 240 hours
  Make the repairs necessary in the field and perform preventive maintenance practices necessary to increase service life of the equipment

TOTAL HOURS ---------- 2080 hours

MILLING MACHINE GROUND PERSON

General Description

- Learns safety procedures/training (train with experienced ground person)
- Aid in servicing of cutting drum teeth.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and Observation

A. Safety procedures / Training---------- 5 hours
B. Observation of machine in operation with experienced trained Ground person ----------35 hours

II. Care and Maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing ----------15 hours
C. Aid in servicing of cutting drum teeth----------20 hours

III. Actual Operation of Equipment

A. Safety procedures ---------- 5 hours
B. Train with experienced ground person & milling machine opertr -455 hours
C. Perform all ground person duties with milling machine & train On grade control and depth cut----------500 hours

TOTAL HOURS ---------- 1040 hours

MILLING / PLANNING MACHINE OPERATOR

General Description

- Learns safety procedures and receives training from experienced milling operator.
- Operates milling / planning machine to restore ride and texture to roadway surface and/or preparation for overlays.
- Manipulates and makes adjustments by use of a control panel to regulate depth and alignment of pavement planning operation.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and Observation

A. Safety procedures ---------- 5 hours
B. Observation of machine operation ----------35 hours
C. Begin operation and moving equipment ----------30 hours

II. Care and Maintenance

A. Safety procedures ---------- 5 hours
B. Routine maintenance and clearing ----------150 hours

III. Actual Operation of Equipment

A. Safety procedures ---------- 5 hours
B. Milling head operation and maintenance ----------100 hours
C. General operation of machine ----------650 hours
D. Milling to grade / profiling ----------60 hours

TOTAL HOURS ---------- 1040 hours

MOTOR GRADER OPERATOR – FINE GRADE

General Description

- Operates self-propelled motor grader and, from stakes and lines, cuts subgrade and performs other fine grade operations requiring considerable experience and a high degree of skill.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1560 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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 ----------375 hours
F. Fine grading and dressing of shoulders and slopes ----------440 hours

TOTAL HOURS ---------- 1560 hours

MOTOR GRADER OPERATOR – ROUGH GRADE

General Description

- Operates self-propelled motor grader on rough work, such as finishing rough grade on highway, including highway shoulders, slopes, and ditches.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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. Grading and dressing of shoulders and slopes ----------145 hours

TOTAL HOURS ---------- 1040 hours

OFFICE COMPUTER TECHNICIAN

General Description

- Develop skills required of computer technician to assist the Office Manager in maintaining the construction project
- Develop charts, graphs, cost effectiveness and over-time compensation.
- Gather information for verification and billing purposes of the subcontractors.
- Generate reports for third party payment, rental agreements, and safety hours.
- Primary focus will be to generate reports necessary to assist project manager in running an efficient project office and to input any and all information necessary for generating those reports.
- Performs other related duties.

Training Outline

Approximate training time: 600 hours

I. Orientation to Office ---------- 2 hours

II. Orientation to Office Computer Technician ---------- 218 hours

A. Assist Project Manager as helper
B. Receive instruction, observe and assist office staff in all tasks outlined in job description
C. Gather and review all data to input into computer
D. Receive instruction from Project Manager or Senior Computer technician in
   1. Knowledge and usage of the project computer and its software
   2. Data and information to be input
   3. Reports generation including graphs, charts, etc.
   4. Knowledge of billing and verification of data
   5. Payroll generation including overtime and benefits
   6. Cost effectiveness and job analysis reports

III. Office Computer Technician Experience ---------- 280 hours

A. Assist Office Manager as outlined in job description
B. Demonstrate proficiency in the use of the computer and its software packages
C. Demonstrate knowledge of construction field office procedures: billing, payroll and employee benefits programs
D. Demonstrate proficiency in generating appropriate reports as required
E. Receive additional instruction from Project Manager and Corporate Manager

IV. Minimal Supervision Work Experience ---------- <u>100 hours</u>
(same areas as in III above, just working more independently)

TOTAL HOURS ---------- 600 hours

PAINTER – BRIDGE

General Description

- Paints cables and structural steel framework of bridges and other portions of structures requiring painting, using either brush, roller, or spray.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of operation ----------35 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Care and maintenance of tools ----------40 hours

III. Actual painting operation

Paints cables and structural steel framework on bridges and other portions of structures requiring painting, using either brush, roller, or spray ----------635 hours

TOTAL HOURS ---------- 720 hours

PAINTER – ROADWAY

General Description

- Paints guard rail, fence, sign post, sign, etc., with either brush, roller, or spray.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of operation ----------35 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Care and maintenance of tools ----------40 hours

III. Actual painting operation

Paint guard rails, fences, sign posts, signs, etc., using either brush, roller, or spray ----------635 hours

TOTAL HOURS ---------- 720 hours

PILEDRIVER LEADSPERSON

General Description

- Sets pile in leads.
- Sets pile in correct position.
- Guides sheet steel pile into grooves of adjacent pile.
- Places cap.
- Signals piledriver operator to start or stop hammer and adjusts direction and angle of leads.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ----------50 hours
C. Starting and manipulating levers for moving equipment and attachments ----------45 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing ----------345 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Basic operation of crane or pile driving rig in hoisting and moving ----------200 hours
C. Placement of pile in preparation for driving ----------140 hours
D. Seating of pile hammer on pile in preparation for driving ----------140 hours
E. Driving of pile ----------100 hours

TOTAL HOURS ---------- 1040 hours

PILEDRIVER OPERATOR

General Description

- Operates pile driver mounted on skids, barge, crawler treads, or locomotive crane to drive piling as foundation for structures or sheet piling for protecting or corridoring work areas.
- Manipulates controls to operate diesel, electric, gasoline, steam powered hoisting equipment to position piling leads.
- Hoist piling into leads and positions hammer over top of pile.
- Moves control to activate hammer or raise and lower drophammer to drive pile to required depth.
- May service and make normal operating adjustments.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation ---------- 40 hours
- A. Overview of industry
- B. Company policies and procedures
- C. Instructions and observations
- D. Practical experience/applied techniques

II. Environmental considerations ---------- 5 hours

III. Safety associated with this operation ---------- 35 hours

IV. Care and maintenance ---------- 50 hours
- A. Routine fueling, lubrication and servicing
- B. Minor repairs
- C. Operation adjustments
- D. Cleaning of equipment and work area

V. Applicable work activities ---------- 590 hours
- A. Operates machine
- B. Positions leads
- C. Manipulates controls
- D. Drives pile

TOTAL HOURS ---------- 720 hours

PIPELAYER

General Description

- Lays clay, concrete, steel, C.I., or other type of pipe for water main, gas main, sanitary sewer, telephone and electrical conduits.
- May smooth bottom of trench; inserts spigot end of pipe into bell end of last laid pipe.
- Adjust pipe to line and grade, caulks joints with oakum or yarn and seals joints with cement or other sealing compound; may connect threaded or flanged joining pipe; may assemble and place corrugated metal pipe.
- Must be able to physically set elevations with laser or other engineering equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety plan and operating procedures, including OSHA regulations and applicable parts of 29 CFR 1926 such as Parts C, D, E, F, G, H, I, &-------- ---------- 10hours

B. Observation of spade operation and laying of pipe ----------15 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; handling of 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. Handling materials, assist in lowering pipe ----------50 hours

C. Works with pipelayer in laying all types of pipe and duct. Adjusts pipe to elevation, inserts spigot end of pipe into bell end of last laid pipe. ----------345 hours

D. Perform pressure testing.----------20 hours

TOTAL HOURS ---------- 520 hours

POWER TOOL OPERATOR

General Description

- Operates jack hammer, vibrator, tamper, paving breaker, 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.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of jack hammer, vibrator, tamper, paving breaker, torque wrench, and chain saw ----------35 hours

II. Care and maintenance

A. Safety procedures ---------- 5 hours
B. Routine fueling, lubricating, and servicing ----------50 hours

III. Actual operation of equipment

A. Jack hammer ----------100 hours
B. Vibrator ----------100 hours
C. Tamper ----------100 hours
D. Paving breaker ----------100 hours
E. Torque wrench ----------100 hours
F. Chain saw ----------50 hours
G. Other ----------75 hours

TOTAL HOURS ---------- 720 hours

QC TECHNICIAN – PLANT LAB

General Description

- Monitoring of Volumetric Properties of Hot Mix Asphalt.
- Upkeep of necessary paperwork for both Contractor and DOT
- Performing of all Testing Procedures to satisfy both Company and SCDOT requirements.
- Related duties may include Roadway Quality Control

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures (Lab equipment) ----------60 hours
B. Proper use of equipment ----------200 hours

II. Care and maintenance

A. Care of Ignition Oven ----------50 hours
B. Care of Marshall Hammer ----------50 hours
C. Care of Other Related Equipment ----------100 hours

III. Basic Record Keeping

A. Computer orientation (Excel) ----------80 hours
B. Paperwork (Company required) ----------75 hours
C. Paperwork (DOT Required) ----------75 hours
D. File and Record keeping ----------50 hours

IV. Basic Job Duties

A. Making of Marshall Specimens ----------50 hours
B. Making of Gyratory Specimens ----------50 hours
C. Running of Maximum Gravity (Procedure) ----------50 hours
D. Running of Bulk Specific Gravities (Procedure) ----------50 hours
E. Running of Sieve Analysis (Procedure) ----------50 hours
F. Running of Stability of Mix (Procedure) ----------50 hours

TOTAL HOURS ---------- 1040 hours

QC TECHNICIAN – ROADWAY

General Description

- Operates density gauge to monitor compaction and laydown of asphalt
- Operates coring rig, in cutting core samples of asphalt for comparison against lab densities
- Completes necessary paperwork for contractor and DOT
- May perform other related duties

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures (General Roadway) ----------20 hours
B. Observation of density gauge and coring rig in operation ----------70 hours

II. Care and maintenance

A. Care of density gauge ----------50 hours
B. Care of coring rig ----------50 hours
C. Care of other related equipment ----------50 hours

III. Basic Record Keeping

A. Safety procedures in operating density gauge ----------10 hours
B. Paperwork required when operating density gauge ----------15 hours
C. Paperwork required by the Department of Transportation -------- 250 hours
D. Proper filing and record-keeping ----------50 hours

IV. Basic Job Duties (including required class time)

A. Attends class and receives certification in operating density gauge as required by DOT --------10 hours
B. Safety procedures in operating and maintaining density gauge ---40 hours
C. Operating and monitoring density gauge ---------- 150 hours
D. Operating coring rig; cutting cores for testing at lab ---------- 100 hours
E. Maintains proper care and handling of cut cores during transportation to lab for testing of compaction, density, etc. ---------- 150 hours
F. Attends roadway technician class and receives certification required by DOT ---------25 hours

TOTAL HOURS ----------1040 hours

RODPERSON

****** New Hire Trainee Only ******

General Description

- Uses surveyor's chain to measure distance as directed by Instrument Engineer.
- May mark reference points.
- May hold engineering rod at points designed by Instrument Engineer to establish or obtain elevation of those points.
- May set stakes.
- May perform other related duties.

Training Outline

Approximate training time: 230 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation of rodperson----------10 hours

II. Applied techniques of the trade

A. Use of the chain ----------30 hours
B. Use of the rod ----------30 hours
C. Placing stakes ----------15 hours

III. Actual operations

A. Measuring distances with chain ----------70 hours
B. Establishing elevation with rod ----------70 hours

TOTAL HOURS ---------- 230 hours

ROLLER OPERATOR -- FINISH

General Description

- Operates tandem or three-wheel steel roller for finishing of bases and asphalt surfaces.
- May also operate rubber tired roller on bases and asphalt surfaces, including final rolling in asphalt concrete.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ----------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. Rolls base course to desired compaction ----------455 hours
C. Rolls asphalt surfaces to desired compaction and smoothness and assures proper sealing of joints ----------500 hours

TOTAL HOURS ---------- 1040 hours

ROLLER OPERATOR -- GENERAL

General Description

- Operates self-propelled steel wheeled, rubber tired, sheep foot, vibratory, segmented, or other type roller to compact earth, subgrade, subbase, shoulder materials, or stone cover on surface treatment.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation
- A. Safety procedures ---------- 5 hours
- B. Observation (as a passenger) of machine in operation ----------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. Rolls material to desired compaction and smoothness----------955 hours

TOTAL HOURS ---------- 1040 hours

ROLLER OPERATOR–SOIL / SUBBASE COMPACTION

General Description

- Operates smooth and/or padded drum vibratory soil compactors to prepare and stabilize soil and other material.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ----------20 hours
C. Starting and manipulating levers for moving equipment and attachments ---------- 5 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. Compacting operations ----------360 hours
C. Special applications and functions ----------85 hours

TOTAL HOURS ---------- 520 hours

SAFETY BOAT OPERATOR

General Description

- Have working knowledge of coast guard rules, regulations, and procedures for inland waterways, harbor construction zones on waterways, and general knowledge of vessels underway inland.
- Provide warnings, assistance and other services to vessels underway and approaching construction zones by use of electronic communications, visual displays and sound equipment.
- Monitor U. S. Coast Guard safety regulations within the construction zone.
- Provide first aid to workers within the construction zone and provide rescue service in emergency situations when necessary.
- Operate small craft and vessels on inland waterways and construction zones.
- Provide assistance in the docking and securing of small craft, barges, tugs and other vessels working in the construction zone.

Training Outline

Approximate training time: 620 hours

I. Orientation and observation

A. Study of Coast Guard Rules and Regulations ---------- 30 hours
B. Maintain Marine Logs and Weekly Observations ---------- 10 hours

II. Safety Training

A. Safety and First Aid Courses ---------- 20 hours
B. OSHA Training – Construction ---------- 40 hours
C. Advanced training for rules and regulations for vessels underway and proceeding through construction zones ---------- 25 hours
D. Rescue Operations, procedures for handling fires, administering first aid for water victims (CPR), burns, cuts, heart attacks, falls, etc.---------- 40 hours
E. Seamanship Training including docking and securing vessels, safety inspections, maintaining safety equipment including life fests, rope, flashlights, operating lights, etc. ---------- 20 hours

III. Actual operation of equipment

A. Operation of marine equipment including radio communication, radar equipment, computer equipment, onboard warning systems, etc. --------- 30 hours
B. Operation of small craft and related training for coast guard certification- 40 hours
C. Operation of small vessels on inland waterways and within the construction zone ----------250 hours
D. Alert vessels entering the construction zone and monitor all vessels entering and departing the construction zone ---------- 50 hours
E. Provide assistance to construction tugs, barges, divers, and other personnel within the construction zone ----------65 hours

TOTAL HOURS ---------- 620 hours

SCRAPER OPERATOR

General Description

- Operates self-propelled rubber tired 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.

Training Outline

Approximate training time: 520 hours

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 materials ----------150 hours
D. Rough roadway grading ----------70 hours
E. Compaction of embankment ----------65 hours

TOTAL HOURS ---------- 520 hours

SCREED OPERATOR – ASPHALT

General Description

- Operates screed on asphalt paver.
- Makes normal operating adjustments for obtaining proper depth, grade, and finished cross section.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation
- A. Safety procedures ---------- 5 hours
- B. Observation (as a passenger) of machine in operation ----------40 hours

II. Care and maintenance
- A. Safety procedures ---------- 5 hours
- B. Routine servicing ----------40 hours

III. Actual operation of equipment
- A. Safe operating procedures ---------- 5 hours
- B. Making adjustments for proper depth, grade, and finish cross section ----------425 hours

TOTAL HOURS ---------- 520 hours

SIGN ERECTOR

General Description

- Erects signs on structures, according to sketches, drawings, or blueprints.
- Erects, assembles and maintains roadside signs at designated locations, using hand and power tools.
- Digs hole and places post in hole.
- Fills hole and tamps to hold post in vertical position.
- Drives channel metal post into ground.
- Bolts, screws or nails plywood or metal sign panels to sign post or frame.
- Replaces worn and damaged signs.
- Makes layout for erection of signs; sets forms for concrete; cuts, ties and sets reinforcing steel; pours concrete; sets anchor bolts; erects wood or metal structures; places clamps, brackets or other required hardware on structures.
- May erect metal sign support structures over highways.
- May operate hydraulic boom to position sign.
- May operate banding machine to band signs on poles.
- May dismantle and number sign sections for transfer and reassembly at new locations.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and safe use of Tools of the Trade

A. Power and hand tools ----------20 hours
B. Specific fittings and hardware ----------10 hours
C. Specifications or design for concrete mixer----------20 hours

II. Applied techniques of Sign Erection

A. Preparation of layout for signs ----------30 hours
B. Cuts, ties, and sets reinforcing steel for footings----------25 hours
C. Sets forms, places concrete, sets anchor bolts----------300 hours
D. Erects wooden or metal structures----------250 hours
E. Places clamps, brackets or other hardware on structures----------240 hours
F. Safety Procedures----------10 hours

III. Blueprint or construction Plan Reading and Familiarity with Manual of Uniform Traffic Control Devices----------50 hours

IV. Basic Design Familiarity ----------10 hours

V. Stipping and Salvaging

A. Stripping and Salvaging forms for re-use ----------65 hours
B. Safety procedures ----------10 hours

TOTAL HOURS ---------- 1040 hours

SLIP-FORM PAVER OPERATOR

General Description

- Operates machine that extrudes materials such as concrete, asphalt, etc. onto prepared surfaces for construction of barriers, either parapet or median, raised median or curb and gutter, etc.
- Makes adjustments to controls to assure required distribution of materials.
- Also controls speed and movement of equipment in conjunction with distribution of material.
- May establish reference points for grade and alignment.
- May select and install proper form (die) in the machine for the designated project.
- May cut expansion joint at specified intervals or insert joint material.
- May service equipment and make normal operating adjustments.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation ---------- 40 hours
- A. Overview of industry
- B. Company policies and procedures
- C. Instructions and observation
- D. Practical exercise/applied techniques

II. Environmental considerations ---------- 5 hours

III. Safety associated with this position ---------- 25 hours

IV. Care and maintenance ---------- 30 hours
- A. Routine fueling, lubrication and servicing
- B. Minor repairs
- C. Operation adjustments
- D. Cleaning of equipment and work area

V. - Applicable work activities ---------- 620 hours
- A. Establishing reference points
- B. Selecting and installing dies
- C. Cutting/inserting joint material
- D. Adjusting controls

TOTAL HOURS ---------- 720 hours

STABILIZER OPERATOR / ROAD MIXER OPERATOR

General Description

- Operates machine that mixes material with soil for stabilization.
- Uses controls to set depth and pulverize soil.
- Starts engine to propel machine and power rotary digging and mixing blades.
- Starts pump and adjusts controls to feed materials, such as cement, chemicals, and bituminous binders into mixing mechanism.
- Controls alignment and speed of machine in prescribed path.
- Inspects mixed material and adjusts valves to regulate flow of additive, judging content of mixture by appearance.
- May oil, grease, service, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. **Orientation and observation----------45 hours**
   A. Safety procedures
   B. Observation of machine in operation
   C. Starting, stopping, and manipulating levers for moving equipment and attachments

II. Care and Maintenance----------45 hours
   A. Safety and environmental procedures
   B. Routine fueling, lubricating, and servicing
   C. Minor repairs of the machine

III. Actual operation of equipment----------430 hours
   A. Safe operating procedures
   B. Operate pump and adjust controls
   C. Control alignment and speed of machine
   D. Observe and control material mixed by machine
   E. Adjust valves to regulate flow
   F. Make field adjustments

TOTAL HOURS ---------- 520 hours

STONE SPREADER OPERATOR

General Description

- Operates any self-propelled equipment on wheels or tracks which spreads stone or other granular material.
- Adjusts controls and speed to regulate flow and pattern of material onto road to ensure material is applied per specification.
- May oil, grease, service, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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 spreadway sub-base or base; regulating spread and depth; controlling alignment----------395 hours

TOTAL HOURS ---------- 520 hours

SUPERINTENDENT – GRADING

General Description

- Supervises and coordinates the activities of highway grading crew.
- Studies production schedules and estimated man-hour requirements for the completion of the job.

Training Outline

Approximate training time: 2000 hours

I. Administration ---------- 200 hours

A. Interpreting company policy to workers
B. Enforcing safety regulations
C. Maintaining time and production records
D. Coordinating work schedules with other superintendents
E. Recruiting
F. Inspection of materials

II. Production ---------- 1500 hours

A. Transmits instructions and specifications to the foreman and other members of the crew
B. Interprets construction drawings and specifications and applies them in building the project
C. Assists workers in solving jobsite problems
D. Coordinates with Project Manager and General Superintendent (Grading) on short term schedule of work to be performed

III. Personnel ---------- 300 hours

A. Supervises crew
B. Recommends personnel actions such as promotions, transfers, discharges, and disciplinary action
C. Trains/orients new employees and/or trainees

TOTAL HOURS ---------- 2000 hours

Other suggested related training: Red Cross First Aid Certification, Industry Safety Publications, Blue-pint Reading, Industrial Relations, Personnel Management, Contracting Laws, EEO, etc.

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SURVEY OFFICE TECHNICIAN

General Description

- Coordinate plans for crews.
- Work on daily logs and weekly reports.
- Use applications of survey software.
- Retrieve and distribute data.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation

A. Documentation ----------40 hours
B. Filing ----------10 hours
C. Software Review ----------20 hours

II. Application

A. Weekly reports / time sheets ----------20 hours
B. Data to and from crews ----------30 hours
C. Plan review ----------30 hours
D. Calculations ----------30 hours
E. Transmittals / Revisions----------30 hours

III. Actual

A. Use of software (Microstation, Lotus, Word) ----------160 hours
B. Field applications (laptop) ----------85 hours
C. Alignments (RoadPlus) ----------65 hours

TOTAL HOURS ---------- 520 hours

TRACK HOE / EXCAVATOR OPERATOR

General Description

- Operates track hoe.
- Moves dirt from borrow areas and loads trucks.
- Grades to line and grades from reference points.
- Performs digging, trenching, and excavating operations.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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 ----------10 hours
B. Routine fueling, lubricating, and servicing ----------60 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Trenching operations (for pipe laying, etc.) ----------200 hours
C. Excavating (for structures, footings, etc.) ----------220 hours
D. Special applications and functions ----------200 hours
E. Operation of equipment ----------120 hours
F. Mass loading operations ----------120 hours

TOTAL HOURS ---------- 1040 hours

TRACTOR OPERATOR -- CRAWLER

General Description

- Operates crawler type tractor to furnish motive power to other equipment units, such as, but not limited to, earth rollers, harrows, rippers, planers, plows, mixers, pans, etc.
- Operates attached winch.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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. Pulling compaction implements ----------150 hours
C. Pull graders for dressing operations ----------150 hours
D. Ground clearing assistance ----------115 hours

TOTAL HOURS ---------- 520 hours

TRACTOR OPERATOR – UTILITY

General Description

- Operates rubber tired tractor or other special types with attachments for digging post holes, driving posts or pins, excavating, backfilling, hoist or crane for erection of signs, sweeping, etc.
- Pulls harrows, planers, plows, mixers, rollers, brooms, etc.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) 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. Push other equipment to aid in loading or unloading operations - 150 hours
C. Pulling compaction and mixing implements ---------- 150 hours
D. Ground clearing assistance ---------- 115 hours

TOTAL HOURS ---------- 520 hours

TRAFFIC CONTROL SPECIALIST

General Description

- Controls flow of traffic around construction site.
- Maintains necessary supplies.
- Oversees the proper erection, placement, removal, and storage of required traffic control materials.
- Sees that flag persons are properly trained and placed.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

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 -------20 hours

II. Applied techniques

A. Develops and maintains suitable liaison with Project Superintendent and 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 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 end of workday. Sees that flag persons are properly trained and placed on the job where they will be most effective ----------300 hours
D. Stays abreast of any changes which come about during the day and takes necessary steps to effect suitable control procedures----------200 hours

TOTAL HOURS ---------- 720 hours

TRAFFIC CONTROL TECHNICIAN

General Description

- Controls flow of traffic around construction site.
- Maintains necessary supplies.
- Assists in the proper erection, placement, removal, and storage of required traffic control materials.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

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 -------20 hours

II. Applied techniques

A. Develops and maintains suitable relationship with Project Superintendent and Project Engineer. Maintains ways and means of controlling traffic on a daily basis. ----------50 hours
B. Sees that adequate supplies are on hand to meet needs ----------20 hours
C. Responsible for properly placing and removing required traffic control materials on a daily basis. ----------200 hours
D. Monitors daily traffic control applications for modifications and takes appropriate steps to correct traffic control layout----------200 hours

TOTAL HOURS ---------- 520 hours

TRANSFER (Shuttle Buggy) MACHINE OPERATOR

General Description

- Learns safety procedures and receives training from experienced transfer operator.
- Operates transfer machine to improve the ride and prevent segregation of asphalt during the lay down process.
- Operates transfer machine control panel for the intake amount of asphalt from the dump trucks to the mixing/storage hopper of the machine.
- Manipulates and makes adjustments by use of a control panel to regulate the amount of asphalt to the paving machine in correlation to paving speed.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and Observation

A. Safety procedures ---------- 5 hours
B. Observation of machine operation ----------35 hours
C. Begin operation and moving equipment----------30 hours

II. Care and Maintenance

A. Safety procedures ---------- 5 hours
B. Routine maintenance and cleaning ----------150 hours

III. Actual Operation of Equipment

A. Safety procedures ---------- 5 hours
B. Transfer operation, maintenance and cleaning----------200 hours
C. General operation of machine----------290 hours

TOTAL HOURS ---------- 720 hours

TRENCH TRIMMER – FINE

General Description

- Operates wheel-type trenching machine, roughly equivalent in size and horsepower to an industrial farm tractor, for installation of water pipes, electrical conduit and appurtenances.
- Sets wheel and digs trench to grade.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 740 hours

I. Orientation and observation

A. Safety procedures ---------- 15 hours
B. Observation of machine in operation ---------- 45 hours
C. Starting and manipulating levers and electronic controls for Moving equipment and attachments ---------- 40 hours

II. Care and maintenance

A. Safety procedures ---------- 15 hours
B. Routine fueling, lubricating and servicing ---------- 35 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 15 hours
B. Excavation of footings and removal of unsuitable materials ---------- 195 hours
C. Loading and unloading materials ---------- 130 hours
D. Trenching for pipe, etc. ---------- 100 hours
E. Hoisting materials ---------- 50 hours
F. Placement of pipe, conduit, etc. ---------- 100 hours

TOTAL HOURS ----------740 hours

TRENCHING MACHINE OPERATOR

General 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.

Training Outline

Approximate training time: 1040 hours

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 ----------250 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Loading and unloading materials ----------130 hours
C. Trenching for pipe, etc. ----------490 hours
D. Placement of beams, pipe, girders, piles, etc. ----------50 hours

TOTAL HOURS ---------- 1040 hours

TRUCK DRIVER – CONCRETE

General Description

- Drives multi-rear axle truck for transporting freshly mixed concrete from central mix plant to roadway.
- May have various kinds of beds attached.
- May make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Observation of machine 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 ----------340 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Loading and unloading materials and operation of vehicle --------580 hours

TOTAL HOURS ---------- 1040 hours

TRUCK DRIVER – FUEL AND LUBRICANT SERVICE

General Description

- Drives truck to deliver gasoline, fuel oil, lubricating oil or liquefied pertroleum
- Drives truck into position to load or distribute products.
- Connects hoses to tanks and opens valves.
- May start pump to fill tanks, read gauges or meters and record quantity loaded.
- May attach ground wire to truck.
- May lubricate parts and wearing surfaces of equipment as assigned.
- May require a commercial driver's license with proper endorsements depending on size/weight of truck or type of material transported.
- May service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation----------80 hours
- A. Instructions and observation
- B. Practical experience/applied techniques

II. Environmental considerations---------- 25 hours

III. Safety associated with this operation----------35 hours

IV. Care and maintenance----------80 hours
- A. Routine fueling, lubricating, and service
- B. Minor repairs
- C. Operation adjustments
- D. Cleaning of equipment/vehicle and work area

V. Applicable work activities---------- <u>820 hours</u>
- A. Drives vehicle on/off highway
- B. Loads fuel and lubricants onto truck
- C. Connects hoses and open valves
- D. Starts pumps
- E. Reads gauges or meters and records quantity loaded
- F. Keeps inventory records
- G. Lubricates parts and wearing surfaces
- H. Changes filters
- I. Makes normal operation adjustments

TOTAL HOURS ---------- 1040 hours

TRUCK DRIVER – HEAVY DUTY

General Description

- Operates heavy duty off-road earth 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.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Observation (as a passenger) of machine 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 ----------340 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Loading and unloading materials and operation of vehicle --------580 hours

TOTAL HOURS ---------- 1040 hours

TRUCK DRIVER – MULTI-REAR AXLE

General Description

- Operates mutli-rear axle truck for transporting construction material, including pickup, water wagon, service truck, hoist truck, etc.
- May have various kinds of beds attached, such as dump, flat bed, water tank, etc.
- May pull semi-trailer or trailer.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ----------10 hours
B. Observation (as a passenger) of machine 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 ----------340 hours

III. Actual operation of equipment

A. Safe operating procedures ----------10 hours
B. Loading and unloading materials and operation of vehicle --------580 hours

TOTAL HOURS ---------- 1040 hours

TRUCK DRIVER – SINGLE-REAR AXLE

General Description

- Operates single-rear axle truck for transporting construction material, including pickup, water wagon, service truck, hoist truck, etc.
- May have various kinds of beds attached, such as dump, flat bed, water tank, etc.
- May pull semi-trailer or trailer.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ----------20 hours
C. Starting and manipulating vehicle ----------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 and unloading materials and operation of vehicle --------435 hours

TOTAL HOURS ---------- 520 hours

WATER WAGON

General Description

- Operates self-propelled rubbertired or tractor drawn unit known as a waterwagon, water tanker, etc., primarily used to load, transport and deposit water onto materials for the purpose of controlling dust and achieving compaction.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

A. Safety procedures ---------- 5 hours
B. Observation (as a passenger) of machine in operation ---------- 5 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 ---------- 35 hours

III. Actual operation of equipment

A. Safe operating procedures ---------- 10 hours
B. Loading ---------- 100 hours
C. Spreading material ---------- 320 hours

TOTAL HOURS ----------520 hours

WEIGHER – TRUCK SCALES

*** "New Hire" Trainees Only ***

General Description

- Weighs materials in trucks prior to delivery.
- Records net and gross weight, truck number, and kind of materials.
- May issue weight tickets on certain types of scale equipment.
- May perform other related duties.

Training Outline

Approximate training time: 230 hours

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 procedures ---------- 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

Weighing trucks, writing tickets, recapping, reporting tonnage runs---- 80 hours

TOTAL HOURS ----------230 hours

WELDER

General Description

- Operates both electric welding apparatus and acetylene welding apparatus.
- Fuses metal parts together using either arc welding process or oxy-acetylene method.
- Cuts, lays out, fits, and welds sheet metal, cast iron, and other metal or alloyed metal parts to fabricate or repair equipment.
- May perform other related duties.

- **NOTE: No functions that are required, by contract, to be done by a certified welder may be performed by the trainee, even if he is under the direct supervision of a certified welder.**

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

A. Safety procedures ----------5 hours
B. Welding equipment---------- 20 hours
C. Materials selection---------- 20 hours
D. Observation of welder----------20 hours

II. Applied techniques of the trade

A. Safety procedures ----------5 hours
B. Acetylene cutting, brazing and welding---------- 300 hours
C. Electric cutting and welding----------300 hours

III. Actual welding operations

A. Safe operating procedures---------- 5 hours
B. Cut, lay out, fit, and weld sheet metal, cast iron and other metal parts----------185 hours
C. Fabricate and repair equipment----------180 hours

TOTAL HOURS ---------- 1040 hours