



On-the-Job Training Program Compliance Manual

FOR HIGHWAY CONSTRUCTION CONTRACTORS

January 2016



TABLE OF CONTENTS

Introduction and Background	4
The On-the-Job Training Program	4
Definitions.....	6
Contractors’ Responsibilities.....	8
On-the-Job Training Programs.....	9
Contractor Training Programs.....	10
Off-Site Training.....	10
Occupational Classifications.....	10
Training Schedule.....	10
Selecting the Trainer.....	11
Additional Trainees.....	11
Entry Requirements.....	11
Recruitment.....	11
Demonstration of Good-Faith Efforts.....	12
Participant Assessment.....	13
Orientation.....	13
Supervision.....	14
Work Hours.....	14
Weekly Training Review.....	14
Certificates of Completion.....	15
Contract Compliance.....	15
Probationary Period.....	15
Supportive Services.....	15
Transfer Procedures.....	16
Upgrade Trainees.....	16
Termination.....	16
Contractor Reporting Requirements.....	17
Retention.....	17
Wage Structure.....	17
Reimbursement to the Contractor.....	18
Ongoing Communication.....	18
Dispute Resolution.....	18
Sanctions to the Contractor.....	19
JOB CLASSIFICATIONS.....	20
ASPHALT DISTRIBUTOR.....	21
ASPHALT RAKER.....	22
ASPHALT PAVING MACHINE/SCREED OPERATOR.....	23
ASSISTANT PROJECT MANAGER.....	24
BRIDGE CONSTRUCTOR (LABORER).....	25
CARPENTER	26
CEMENT MASON.....	27
CONCRETE FINISHER.....	28
CONCRETE TECHNICIAN.....	29
ELECTRICAL TECHNICIAN.....	30
EQUIPMENT MAINTENANCE TECHNICIAN.....	31
EQUIPMENT OPERATOR.....	32
ESTIMATOR-PROJECT MANAGER.....	33

EXCAVATOR OPERATOR.....	35
FIELD ENGINEER/SURVEYOR TRAINEE.....	36
FIELD OFFICE TIMEKEEPER.....	37
FORM SETTER.....	39
FOREMAN TRAINEE, BRIDGE CONSTRUCTION.....	40
FOREMAN (PIPE).....	41
GUARD RAIL ERECTOR.....	42
INSTRUMENT ENGINEER.....	43
IRON WORKER, REINFORCING.....	44
IRON WORKER, STRUCTURAL.....	45
LANDSCAPE WORKER.....	46
LUTEMAN.....	47
PAINTER-STRUCTURAL STEEL BRIDGE.....	48
PILEDRIVER.....	49
PIPE LAYER.....	50
PIPE LAYER (SANITARY/STORM WATER).....	51
POWER TOOL OPERATOR.....	52
QUALITY CONTROL INSPECTOR.....	53
RODPERSON/GPS OPERATOR.....	54
ROLLER OPERATOR.....	56
SCRAPER.....	57
SIGN ERECTOR.....	58
STONE MASON.....	59
SAFETY SPECIALIST.....	60
SUPERINTENDENT – GRADING.....	61
TRAFFIC CONTROL.....	62
TRUCK DRIVER – MULTI-REAR AXLE (HEAVY OVER 7 CY).....	63
TRUCK DRIVER – MULTI-REAR AXLE (LIGHT UNDER 7 CY).....	64
WELDER.....	65
ATTACHMENT A: FORMS.....	66
Notification Letter	
Apprentice/Trainee Approval Request	
Training Special Provision Agreement	
Weekly Training Report	
Trainee Program Outline and Record of Training	
Trainee Reimbursement Form	
Construction Site Visit Form	
Participant Survey	
ATTACHMENT B:	
Recruitment Strategies	
ATTACHMENT C:	
Training Special Provision, “Specific Equal Employment Opportunity Responsibilities,” as per 23 U.S.C. 140(a).	
Title VII of the Civil Rights Act of 1964 Equal Employment Opportunities, Training Programs 42 U.S.C. § 2000e-2(d).	

Introduction and Background

This manual informs contractors working on District Department of Transportation (DDOT) federally-assisted highway construction projects how to implement and monitor the On-the-Job-Training (OJT) Program. It will help contractors comply with federal mandates ensuring non-discrimination in hiring, employment and training. The manual also outlines effective practices to help contractors train and retain women, minorities and disadvantaged persons in the highway construction industry.

DDOT oversees the OJT Program in compliance with Federal regulations (*23 CFR Part 230, Appendix B, Subpart A, Training Special Provisions*). DDOT assists contractors in recruiting and training disadvantaged women and minorities, from trainees or apprentices to journeyman status, in under-represented skilled trades on federally-funded highway projects.

Firms may adopt the DDOT program at no cost, or develop their own programs *and submit them to DDOT for approval*. All On-the-Job Training Programs approved for use *must* embody the objectives of fairness and equity as required by the *Code of Federal Regulations 23 CFR Chapter 1, Subpart C, Section 230.307*:

"Every employee and representative of State Highway Agencies shall perform all official equal employment actions in an affirmative manner, and in accord with the applicable statutes, executive orders regulations, and policies enunciated thereunder, to assure the equality of employment opportunity, without regard to race, color, religion, sex, or national origin, both in its own workforce and in the workforces of contractors, subcontractors and material suppliers engaged in the performance of federal-aid highway construction contracts."

THE ON-THE-JOB TRAINING PROGRAM

DDOT's On-the-Job Training Program provides training opportunities for women, minorities, and disadvantaged persons, increasing the participation of these under-represented groups in every job classification in the highway construction industry.

This training requirement is a binding contract specification.

Contractors are obligated to meet trainee assignment(s).

The contractor is expected to graduate the number of trainees specified in the DDOT bid proposal and contract.

The number of trainees assigned to projects is based upon the following considerations:

- 1. Location of the project**
- 2. Duration of the project**
- 3. Total workforce expected to be used**
- 4. Area's availability of targeted workers**
- 5. Dollar value of the contract:**
 - Under \$1,000,000 – 0
 - Over \$1,000,000 to \$3,000,000 – 1-2
 - Over \$3,000,000 to \$5,000,000 – 2-3
 - Over \$5,000,000 to \$10,000,000 – 3-4
 - Over \$10,000,000 to \$15,000,000 – 4-5
 - Over \$15,000,000 to \$20,000,000 – 5-6
 - Over \$20,000,000 – * 6-7

*** One Additional trainee per \$5,000,000 of estimated construction contract amount over \$20,000,000**

6. Types of available work during life of project

Three types of on-the-job training are recognized:

1. Formal apprenticeship programs

The District Department of Employment Services administers apprenticeship programs in compliance with federal regulations that have been issued by the U.S. Department of Labor. Apprenticeship programs usually require at least some classroom instruction time and are one, four or five years in duration. Training and supervision are provided by the contractor for an employee who is duly enrolled in an approved training program for a given job classification and position.

2. The DDOT On-the-Job Training Program

Assignments are reviewed and approved on a project-by-project basis. The DDOT On-the-Job Training Program includes a list of job classifications covered, a training hour format for each job classification, a sample enrollment form, and sample exit documents (graduation certificate and/or termination report), monitoring and supportive services.

3. Contractor-sponsored training programs

Firms may develop their own OJT programs and submit them to DDOT for approval. All On-the-Job Training programs approved for use *must* embody the objectives of fairness and equity as required by the Code of Federal Regulations 23 CFR Chapter 1, Subpart C, Section 230.307.

Whether it is an On-the-Job Training program or an apprenticeship, DDOT obtains approval from the local division office for the Federal Highway Administration (hereinafter referred to as FHWA). Employee compensation during training is governed by the Davis-Bacon Act and the project special provisions of the contract.

DEFINITIONS

The following words are used frequently in this manual. These definitions will facilitate better understanding by users.

Apprentice (1) A person employed and individually registered in a *bona fide* apprenticeship program registered with the United States Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training or with a State apprenticeship agency recognized by that Bureau. *Or*

(2) A person in his first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in a program but who has been certified by the Bureau of Apprenticeship and Training or a State apprenticeship agency (where appropriate) to be eligible for probationary employment.

CBO – Community-Based Organization

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

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

Disadvantaged Individual -- A person who meets at least *one* of the following criteria:

- A person who receives or is a member of a family 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 or household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible 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 as defined by the U.S. Department of Health and Human Services.
- 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.

Equal Employment Officer – An individual with staff-level responsibilities and necessary authority by which to operate as an Equal Opportunity Officer in a Division Office.

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

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

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

Journeyman – A person who is capable of performing all the duties within a craft.

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

New Hire – An individual who has been employed by the firm for 6 months or less. This would include anyone who has been working for the firm for 6 months or less, as well as someone who has been hired specifically for the purpose of being a trainee on this project.

State Transportation Agency (STA) – The department, commission, board, or official of any state charged with the responsibility for highway construction (current term which replaced “State Highway Agency”).

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

Trainee – A person receiving on-the-job training and not in a bona fide Apprenticeship Program.

Upgrade Trainee – An individual 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.

CONTRACTORS’ RESPONSIBILITIES

A. When a federal-aid contract contains Appendix B – “Training Special Provisions,” the contractor is obligated to fulfill the number of training hours *as specified*. Prior to or no later than the pre-construction EEO meeting, the contractor will be notified of its contractual obligation regarding the number of TSP trainees, trades classifications, and training hours. The OJT Program Manager will provide the contractor with these required forms:

- Trainee/Apprentice Approval request
- Training curriculum(s)
- Weekly and monthly report forms

These forms are also provided electronically to the contractor.

B. It is strongly recommended that the contractor begins to identify recruitment strategies and partners at the earliest date possible to avoid delay of the start of the training program in order to avoid the risk of being out of compliance. (See page 11 on recruitment). If you need assistance in identifying eligible candidates, please contact the OJT Program Manager as soon as possible.

C. The contractor will complete a Trainee/Apprentice Approval Request and form for each trainee/apprentice applicant for the specified project. Enrollment forms should not be submitted to the OJT Manager until the trainees are ready to begin training. No training hours will be credited until the enrollment has been approved by the OJT Manager.

D. The contractor orients the training foreman, superintendent and the OJT trainees/apprentices about their individual responsibilities in the program and provides copies of the Training Agreement and training curriculum for the job classification being used.

E. The contractor annotates the certified payroll and is required to show training hours *distinct from regular work hours* for each OJT trainee and must submit weekly and monthly to the Project Engineer and the OJT Training Program Manager.

F. The contractor monitors all trainees for progress in the program, and reports all problems and training issues to the OJT Program Manager in a timely manner. The OJT Program Manager will communicate on at least a monthly basis with the designated personnel on the trainees’ progress.

G. As the trainee progresses in hours, so does his/her respective wage percentages (see page 17). Contractors are obligated to pay the trainee according to the specified wage rate and schedule. Failure to monitor this aspect of the program will result in restitution to the trainee.

Contractors' Responsibilities (Continued)

- H. Contractors who assign training positions to subcontractors must be sure the subcontractor has an approved On-the-Job Training Program or Apprenticeship Program. Subcontractors who are assigned trainee positions *cannot* use the prime contractor's program and may request the services of the DDOT's OJT Program Manager to assist in developing programs of their own. The prime contractor shall retain the responsibility for full compliance with the OJT trainee requirements of the project.
- I. The contractor is obligated to provide a copy of the weekly and monthly reports to the trainees for their records and to monitor their individual progress.
- J. At the conclusion of the training program, the contractor is required to provide the trainee with a letter of recognition citing the successful completion of the required hours for journeyman status. A letter of recognition should also be issued to apprentices acknowledging the completion of the on-the-job training requirement for their programs.

ON-THE-JOB TRAINING PROGRAMS

DDOT approves On-the-Job Training programs on a project-by-project basis. Contractors who seek approval to manage their own training programs are classified as "self-administered" programs. Some organizations have programs which they offer for purchase to contractors for use in the OJT Program. Self-administered and purchased OJT Programs *must be approved by DDOT* for each federal-aid project and *must include*:

- A. Company Equal Employment Opportunity policy**
- B. Training programs for each job skill category, broken down in hourly training formats, for which the company wants approval; and**
- C. Copies of the enrollment, graduation, and termination forms to be used.**

Contractors are required to have approved training programs in place *by the time of pre-construction conferences* for those contracts that require training. Any contractor or subcontractor may adopt the DDOT's OJT Program, or develop or purchase an alternative OJT program that satisfies federal requirements and is approved by the DDOT OJT Program Manager.

Contractor Training Programs

Contractors are encouraged to consider the needs of their particular construction project. If the established trainee classifications found in this manual are unsuitable, the contractor is encouraged to develop a program which will be more appropriate. DDOT will coordinate with the contractor in developing training classifications to best meet the needs of the project as well as the interests and goals of the trainee. The contractor must put any new or modified training program in writing for review and approval by the OJT Program Manager.

Off-Site Training

DDOT encourages its contractors to provide, if available, off-site training on a temporary basis if such training is meaningful to the particular OJT classification. Prior to this temporary training assignment, the contractor is required to submit a transfer application to the OJT Program manager for approval. The hours trained off-site will be credited to the project on which the trainee has been approved.

A trainee can **only** accumulate training hours based upon actual training on **federal-aid projects**. Contractors are encouraged to retain trainees and place them on non-federal-aid projects, if possible. However, training hours **will not** be credited to the trainee on those **non-federal-aid projects**.

Occupational Classifications

Contractors should evaluate how each training position will affect the company's EEO requirements and the goal of increased participation of women, minorities, and disadvantaged persons in the skilled occupations of the highway construction industry. Each job classification selected should be one which adds to the overall strength and value of the company's workforce. Although certain "entry level" positions are typically chosen for OJT positions, contractors should not overlook the full range of potential job classifications.

The Federal Highway Administration, Equal Employment Opportunity Commission, and the Office of Federal Contract Compliance Programs require that this selection process result in demonstrable improvements in the number of women, minorities, and disadvantaged persons in all approved skilled job classifications. **If sufficient progress is not made, DDOT may require targeting skilled job categories for training on specific projects rather than just the number of trainee positions for a given project.**

Training Schedule

In approving training schedules, the OJT Program Manager and Project Engineers are guided by DDOT's emphasis on training workers in skilled job classifications above entry level. **Training employees in those advanced skill classifications requiring the least number of training hours insures quicker compliance.** A pro-active training program looks to the future of the company and examines *each project* to determine where a meaningful training opportunity exists. Training in job classifications which require extensive training hours may mean that OJT trainees will not complete the entire training program on a given construction project and must complete the program on other federal aid projects and work locations.

Selecting the Trainer

The supervisor or journeyman selected to train the OJT trainee is critical to the success of the OJT effort. The best trainer will be someone who can communicate his or her knowledge of the skill area effectively and does not feel threatened by the trainee. This may not be the person with the most formal education, the highest supervisory position, or the person who is best at the selected skill. It is imperative that trainers understand the importance of the OJT positions and be able and willing to help trainees complete the training program. **The orientation given to the trainer is as important as any orientation given to the trainee.** The contractor should elicit input from the trainer when developing a training program.

Additional Trainees

Contractors may make a written request to the OJT Program Manager for additional trainees on federally assisted projects. **DDOT may require a contractor to enroll additional trainees if a determination is made that the contractor has failed to meet its Equal Employment Opportunity obligation on the project or in company-wide operations.**

Entry Requirements

Federal and District regulations require that:

- The applicant *must* be at least eighteen (18) years of age
- The applicant *must* be in good health
- The applicant *must* be able to pass a drug screening test
- The applicant *cannot* be a current college student on a seasonal break from classes seeking to use the OJT program as a summer employment opportunity
- The applicant *must* be placed in a position that permits him/her to move from semi-skilled to skilled craft status; and
- Unless under specific circumstances, an applicant may enroll in a total of no more than *two* training programs.

RECRUITMENT

The contractor should:

- Select a minority, woman or disadvantaged person with a good work ethic and a strong desire to work in highway construction; and
- Select a craft classification that meets the needs of the project, will be in use for a reasonable duration, and meets the interests of the trainee.

Make the *job description* specific, concise, and complete. Stress transferable skills or aptitudes rather than merely indicating the kinds of work to be done or equipment to be used. Distribute the vacancy announcement widely, and target outreach efforts appropriately to reach women, minorities, and disadvantaged persons.

More detailed recruitment suggestions are included at the end on this document in Attachment B, with a partial list of area-wide community based organizations serving women, disadvantaged, and minority populations (inclusion does not serve as an endorsement by DDOT).

While DDOT strongly encourages contractors to manage their own recruitment efforts, we can assist by providing contact information for agencies and community-based organizations that serve targeted constituents. We also maintain a pool of eligible applicants for referral, and partner with the DC Department of Employment Services and others to provide referrals.

Contractors who rely on unions as a source of employees, either directly or through associations or other agents, should use their best efforts to obtain the cooperation of unions to increase opportunities for minority groups and women within their trades, and to effect union referrals of minority and female employees. Actions by the contractor should include joint training programs with unions aimed at qualifying more minority group members and women for union membership and increasing the skills of minority group employees and women so that they may qualify for higher paying employment, and an equal employment opportunity clause in each union agreement.

The contractor should obtain information about the referral practices and policies of the labor union. If the union refuses to furnish such information to the contractor, the contractor shall so certify to DDOT, and set forth what efforts have been made to obtain such information.

If the union is unable to provide the contractor with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, or national origin; making full efforts to obtain qualified and/or qualifiable minority group persons and women. (The U.S. Department of Labor has held that it is no excuse that the union with which the contractor has a collective bargaining agreement for exclusive referral failed to refer minority employees.)

In the event that union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and the special provisions of the federal-aid highway contract, the contractor shall immediately notify the District Department of Transportation.

Demonstration of Good Faith Efforts

All contractors in federal-aid highway projects are required to furnish DDOT with evidence of systematic and direct recruitment efforts for minority and woman job candidates.

Examples might include:

- Letters sent by the contractor to Community-Based Organizations (CBOs) and unions/apprenticeships (if the contractor is a union shop) that detail the location of the project, how long it will last, type of pay and targeted crafts. Form letters without specific information **will not** be considered good-faith efforts. Letters must have been postmarked *prior to job start-up*, allowing sufficient time for organizations to respond.

The contractor in his or her letters *must* request a response and record the results. Good faith efforts require documented two-way communication. Union contractors should contact the union first, then any and all other resources including two or three CBOs.

- Responses from CBOs and/or unions to contractor letters, including employee referrals.
- Records of advertising buys in minority- and women-oriented media.
- Copies of job notices in newsletters for minorities, the disadvantaged and women, and/or those who serve them.

In the absence of reasonable representation in any craft, the contractor *must* provide proof of having requested referrals of minorities and women (i.e., records of telephone requests, including dates and times, persons talked with, and crafts for which minorities and women were requested).

Participant Assessment

Prior to enrollment in the OJT Program, prospective participants should be screened for qualities and work experience that make them desirable trainees. There are two ways to assess a prospective trainee for the OJT Program:

- 1) After the OJT Program Manager receives an application from a prospective trainee, the two meet in a one-on-one interview to look more closely at the specific skills and interests of the applicant. The Manager may then match trainees to projects in a more meaningful way; or
- 2) The contractor locates a potential candidate, conducts an initial interview and has the candidate complete an employment application. If the contractor believes the candidate is qualified to participate in the OJT Program but would like our office to perform an assessment, the contractor may call the OJT Office to request one.

Orientation

At the onset of training, the employer shall provide all OJT trainees/apprentices with an orientation prior to commencing training. At a minimum, the orientation will include the following:

- a. Company policies and procedures
- b. Seasonality of construction work
- c. Adverse weather conditions under which work may occur
- d. That the trainee/apprentice may be required to work extra hours
- e. Qualities the company considers desirable in its workers
- f. How promotions in the company occur
- g. How to dress: steel-toe boots, bad weather gear, etc.
- h. Safety, including OSHA and company program(s)
- i. That training is an opportunity, not a privilege
- j. Whom the trainee reports to and who will conduct instruction
- k. That trainees may have to perform tasks outside of the OJT Program
- l. Contractor EEO, complaint and sexual harassment policies and who the company EEO Officer is

- m. Work ethics such as honesty and punctuality
- n. That trainees are encouraged to recruit other group members for employment consideration
- o. Disciplinary procedures, termination and lay-off policies
- p. Whom trainee is to notify if absent, or needs to leave the worksite. (Be specific, and identify company policies.)
- q. Method and frequency of wages paid for both on- and off-site training
- r. That excessive absenteeism shall not be tolerated
- s. Providing participants with copies of all documents relative to their employment and training requirements; i.e, weekly training reports, signed training agreement(s), etc.

Following the Contractor's required employment orientation, and prior to the approval of the prospective candidate, the OJT Manager or his/her representative will provide all newly hired OJT trainees/apprentices with an overview of the OJT Program to ensure that participants completely understand the contractors' orientation compliance requirements mentioned above. At a minimum, the OJT orientation will include a review of the required employment orientation, in addition to the following:

- a. An OJT Program Handbook to be provided to the candidate
- b. An overview of the OJT Program's Policies and Procedures
- c. A copy of their training guide for their review and self-monitoring
- d. Ensuring that participants are certified in the relevant safety requirements
- e. Ensuring participants' understanding of the company's employment practices
- f. Ensuring understanding that the OJT Program Manager or his/her representative will conduct a site visit to ascertain the participant's training progress
- g. A review of additional classroom training as applicable to the DC Apprenticeship requirements. It is mandatory that apprentices attend all required classroom hours or risk termination.
- h. Completion of a participant survey affirming that these elements have been explained to the participant.

Supervision

The trainee shall be assigned to a journey-worker, supervisor, or other knowledgeable employee who will direct, observe and review the trainee on a daily basis.

Work Hours

A trainee is expected to work the work week of the Contractor, including overtime.

Weekly Trainee Review

Contractors must submit a completed and signed weekly OJT Report for each trainee to the OJT Coordinator. All Trainees shall be reviewed by their immediate supervisors. The Contractors have the responsibility to distribute completed and signed forms to the DDOT OJT Coordinator and the trainee, and to keep a copy for themselves. Failure to submit a **signed** weekly report may result in a notice of non-compliance, and the form being considered invalid.

Certificates of Completion

Procedures to award Certificates are as follows:

- Upon completion of the required training hours for the training category under which a trainee is registered, the completed documentation of training shall be reviewed by the OJT Program Manager and/or his/her representative and verified as complete.
- A copy of the certificate is placed in the OJT file.
- A copy is included for the contractor file.

Contract Compliance

The DDOT OJT Manager reviews each OJT trainee application and approves or disapproves the appointment. If training is *not* approved, prompt action must be taken by all parties to gain approval so that the project is not delayed.

As a component of the Agency's contract compliance monitoring process, DDOT will conduct unannounced, on-site inspections to insure that the trainees/apprentices are actually performing on the federal contracts that have been approved by the OJT Manager and the Agency.

Probationary Period

All candidates for enrollment in the OJT Program are given a thirty (30)-day probationary period. This period allows the contractor to view the candidate's work habits and attitudes, and also allows the candidate to experience the contractor's work requirements and supervision style. The contractor should complete and submit OJT weekly program reports during the probationary period.

Supportive Services

The DDOT Supportive Services Program provides assistance for trainees and apprentices with federal-aid contractors as well as with prime and small disadvantaged business enterprise (DBE) contractors. The program offers additional training to help employees build critical skills and to enhance their value in the workforce.

Additional training may include:

- Physical conditioning
- Conversational Spanish/English for construction communication
- OSHA Certification w/basic road construction safety (10 hours and 30 hours)
- First Aid/CPR Certification – to prepare trainees for emergencies on the job
- Flagging and traffic work zone safety
- Equipment familiarization/tools recognition - may include worksite visits
- Construction math
- Blueprint reading

Transfer Procedures

DDOT realizes that a number of the Agency's federal-aid projects may not have sufficient hours for a trainee to complete their training hours. The contractor can transfer a trainee to another federal-aid project in the event that the current project has ended or is temporarily suspended, provided that a transfer form is submitted by the contractor to the OJT Program Manager for approval (pending DDOT's approval).

Upgrade Trainees

A contractor who has an employee already working for the company who is capable of being upgraded may counsel that employee about the availability of the OJT Program if there are openings for "upgrade" trainees. The contractor is free to train any of his/her employees, but in order for the training to count towards the Training Special Provision requirement on a project, the guidelines set forth in this manual must be met.

Termination

Termination results if a trainee fails to finish the training program. Termination is defined as when:

- The trainee quits voluntarily
- The trainee is fired "for cause" OR
- The trainee is retained by the contractor but taken out of the training program.

In the event of a termination, DDOT will determine if the training provided before the termination was sufficient to meet the requirement of the contract, or whether the contractor is required to enroll a replacement trainee.

No enrolled trainee can be terminated by the contractor, other than for seasonal lay-off, *without a counseling session by the contractor, the company EEO representative and the DDOT OJT Manager* to explain the reason for the lay-off. The contractor *must* give DDOT and the trainee *advance written notice* of the counseling sessions and the reason for termination.

However, DDOT, along with contractors, operates a zero tolerance policy for:

- **“No-call, no show” work absences**
- **Being scheduled for training courses but not reporting to the prospective worksite**
- **Failure to pass a random drug screening**

Contractor Reporting Requirements

The contractor must show trainees on weekly certified payrolls. The contractor will complete a weekly training report for each week during training and submit a copy to DDOT. The contractor must also submit a monthly training report that tracks trainee progress in each of the specified training requirements. This report **must** also be submitted **to trainees** for their records. The contractor will provide trainees with data about the wages at each phase of training. The contractor shall provide each trainee a certificate of completion at the end of the training period.

Retention

Although the highway construction industry requires a fluid or mobile workforce, the goal of the On-the-Job Training Program is to place women, minorities and disadvantaged persons with companies on a permanent basis. Every effort should be made by contractors to encourage the graduation of On-the-Job Training trainees and their placement and retention in the highway construction industry.

WAGE STRUCTURE

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

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

Examples:

1-519 hours – 60% Journeyman’s Pay Rate
520-779 hours -- 75% Journeyman’s Pay Rate
780-1040 hours -- 90% Journeyman’s Pay Rate

REIMBURSEMENT TO THE CONTRACTOR

The contractor will be reimbursed at least 80 cents per hour for each hour of actual, verified training on the assigned project as per trainee application form. No reimbursement will be provided for training other than on the assigned project that has the training requirement. In addition, reimbursement for off-site training courses may be made if the contractor:

- Contributes to the cost of training
- Provides direct instruction to the trainee
- Pays normal wages to the trainee during the off-site training

ONGOING COMMUNICATION

Communication with the DDOT Program Manager is essential for a successful program. Therefore, the DDOT OJT Manager facilitates **mandatory** quarterly meetings for all OJT Program stakeholders:

- **Quarterly meetings for contractors** allow opportunities for feedback, and may cover issues pertaining to recruitment efforts, trainee/apprentice progression towards journeyman status, and clarification of regulatory and programmatic requirements.
- **Quarterly meetings for trainees** provide a “safe space” for trainees to reinforce their responsibilities to the contractor and vice versa, to review the trainee handbook and the rights of trainee/apprentices, to resolve issues before they become disputes, and to facilitate peer problem solving.
- **Quarterly meetings with Community-Based Organization recruitment partners** allow discussion of strategies to strengthen pre-apprenticeship and job-readiness programs to better conform to the needs of the federal-aid contractors. This helps provide the contractors with a pool of qualified, trainable and motivated candidates.

DISPUTE RESOLUTION

The contractor shall make every effort to ensure that the trainees operate in a safe and fair working environment and are included in every aspect of the company workforce. APPENDIX A TO SUBPART A OF PART 230 outlines specific measures to be taken. The contractors will:

- Conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel
- Periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices

- Periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.
- Promptly investigate all complaints of alleged discrimination made to the contractor in connection with his obligations under this contract, attempt to resolve such complaints, and take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of his avenues of appeal.

As an element of the trainee or apprentice orientation by the contractor, it is essential that the individual is made aware of the name and contact information of the company's EEO officer. In the event of a dispute, the contractor is required to:

- 1) Notify the OJT Manager that there is a dispute between the trainee and the company, outlining the nature of the dispute, AND
- 2) Indicate what measures are taken to investigate and resolve the matters

In the event that the issue cannot be resolved between the two parties, the trainee has the right to submit a formal complaint to the DC Field Office of the Equal Opportunity Commission or to the DC Office of Human Rights.

Union apprentices who have wage disputes or employment discrimination disputes must first provide a written, formal complaint to the contractor. The contractor is required to address the matter and to seek all avenues to respond and correct it. If this is unsuccessful, the apprentice should contact his/her union representative for further assistance and remediation.

SANCTIONS TO THE CONTRACTOR

Disregarding the trainee requirements of a contract is considered to be a failure to comply with the EEO provisions of the contract. As such, the same contract sanctions as listed in the current contract specification will apply. These could include a monetary penalty.

The D.C. Department of Transportation On-the-Job Training Program is committed to helping you complete your project successfully, stay in compliance, and develop a stronger, more diverse workforce.

JOB CLASSIFICATIONS

ASPHALT DISTRIBUTOR: 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: 26 weeks or 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 resurfacing	120 Hours
C. Operation of equipment	805 Hours

TOTAL: 1040 HOURS

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

TRAINING OUTLINE

Approximate training time: 13 weeks or 520 hours

I. Orientation and Observation

A. Safety procedures	5 Hours
B. Observation of placement of material	5 Hours
C. Perform duties of asphalt shoveler	35 Hours

II. Care and Maintenance

A. Safety procedures	5 Hours
B. Routine fueling, lubricating and services	35 Hours

III. Actual Operation of Equipment

A. Safe operating procedures	5 Hours
B. Adjustment of screed to regulate width and depth of material	35 Hours
C. Distribution of material	395 Hours

TOTAL: 520 HOURS

ASPHALT PAVING MACHINE/SCREED OPERATOR: Manipulates hand or foot levers to control movement of paving machine which spreads and levels asphaltic concrete; regulates height and width of screed. Observes distribution of paving material along screed and controls direction of screed to eliminate voids at curbs and joints. Regulates temperature of asphalt; sets and maintains electronic controls for longitudinal and transverse grades. Regulates system to allow fully automatic paving; familiar with various manufacturers' paving equipment. Performs routine fueling, lubrication and adjustment as needed. Performs other related duties.

TRAINING OUTLINE

Approximate training time: 26 weeks or 1040 hours

I. Orientation and Observation

- | | |
|--------------------------------------------------------------------------------------------------|----------|
| A. Safety procedures | 10 Hours |
| B. Observe machine in operation and become familiar with various manufacturers' equipment | 30 Hours |
| C. Starting and manipulating levers and electronic controls for moving equipment and attachments | 30 Hours |

II. Care and Maintenance

- | | |
|-----------------------------------------------|-----------|
| A. Safety procedures | 10 Hours |
| B. Routine fueling, lubrication and servicing | 145 Hours |

III. Actual Operation of Equipment

- | | |
|---------------------------------------------------|-----------|
| A. Safety procedures | 10 Hours |
| B. Screed regulation indoctrination and operation | 120 Hours |
| C. On-the-job operation | 685 Hours |

TOTAL: 1040 HOURS

ASSISTANT PROJECT MANAGER: Assists in the supervision and coordination of the activities of subcontractors and workers on a given project. Both produces and studies production schedules, analyzes and evaluates costs, maintains and requires a safe working environment, and helps in the overall management of a given project to insure its profitability and quality.

TRAINING OUTLINE

Approximate training time: 52 weeks or 2080 hours

I. Administration	280 Hours
Interpreting company policy to subcontractors and workers, enforcing safety regulations, producing and maintaining production records, coordinating work schedules of subcontractors and company personnel, recruiting and inspection of materials.	
II. Production	1500 Hours
Receives instructions and specifications from Project Manager and transmits it to subcontractors and company personnel. Interprets blueprints, specifications and job orders. Assists Project Manager in solving job-site problems. Regularly performs all tasks assigned to him/her.	
III. Personnel	300 Hours
Supervises project in the absence of Project Manager; recommends personnel actions, such as promotions, transfers, discharges, and disciplinary action. Trains and orients new employees and/or trainees.	

TOTAL: 2080 HOURS

Suggested Related Training:

Red Cross First Aid certification, industry safety publications, blueprint reading, industrial relations, personnel management, contracting laws, 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 production schedule.

BRIDGE CONSTRUCTOR (LABORER): Performs any combination of the following duties on bridge construction projects, usually working in utility capacity, by transferring from one task to another task where demands require workers with varied experience and ability to work without close supervision: Measures distance from grade stakes, drives stakes, stretches tight line, and positions and blocks up under forms. Positions and secures steel and re-bars in concrete forms to reinforce concrete. Assists in placing concrete. Removes forms after concrete has hardened; stacks material according to grade and dimensions after cleaning.

TRAINING OUTLINE

Approximate training time: 26 weeks or 1040 hours

I. Familiarization	100 Hours
A. Safety	5 Hours
B. Layout	40 Hours
C. Tools of the trade	5 Hours
D. Traffic maintenance and procedures	5 Hours
E. Flagging procedures and operations	45 Hours
II. Form Building and Erection	460 Hours
A. Safety operating procedures	25 Hours
B. Basic form design	135 Hours
C. Erection and placement of forms	150 Hours
D. Construction of Forms	
III. Structural Concrete	175 Hours
A. Safe operating procedures	5 Hours
B. Concrete materials	10 Hours
C. Placement of the concrete	125 Hours
D. Finishing concrete	25 Hours
E. Caring for concrete	10 Hours
IV. Stripping, Salvage and Demolition	240 Hours
A. Safe operating procedures	20 Hours
B. Cleaning material	70 Hours
C. Grading and stacking	50 Hours
D. Air tool operation	100 Hours
V. Structural Steel	65 Hours
A. Safety operating procedures	10 Hours
B. Placement of fastening	10 Hours
C. Exposure to pile driving (Welding and cutting)	45 Hours

TOTAL: 1040 HOURS

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

TRAINING OUTLINE
Approximate Training Time: 26 weeks or 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. Blueprint or Construction Plans Reading and Applications 50 Hours

IV. Basic Forms Design Familiarity 95 Hours

Safety procedures	5 Hours
-------------------	---------

V. Stripping and Salvage of Forms for Re-Use 95 Hours

Safety procedures	5 Hours
-------------------	---------

TOTAL: 1040 HOURS

CEMENT MASON: Smooths and finishes poured concrete. Works on foundations of buildings, in highway construction, and on sidewalks, driveways, and patios. Helps make concrete beams, columns, and panels. Cement masons are needed wherever a finished surface of concrete is poured. They also apply latex and epoxy to floors. Creates colored surfaces by applying tinted cement. Lays out work from plans, sets up templates and guidelines. Shapes stone or brick preparatory to setting, using chisels, hammers, and other shaping tools. Spreads mortar over stone and foundation with trowel and sets stone in place by hand or with the aid of a crane. Sets stone, brick, concrete, tile or other materials in the construction of manholes, catch basins, drop inlets, sidewalks, retaining walls, and hand finishes same. Hand finishes Portland cement concrete structures such as slabs, decks, piers, abutments, et al. May also mold expansion joints and edges using edging tools, jointers and straight edges. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 1040 hours or 26 weeks

I. Orientation and Observation

A. Safety procedures	15 Hours
B. Setting up templates and guidelines	10 Hours
C. Use of hand trowels, straight edges and hand levels	60 Hours
D. Use of materials, including Portland cement concrete, brick, tile and concrete block	40 Hours

II. Actual Operation

A. Safety procedures	10 Hours
B. Excavation	40 Hours
C. Manholes, catch basins, drop inlets	360 Hours
D. Sidewalks, retaining walls, etc.	180 Hours
E. Miscellaneous structures	180 Hours

III. Checking and Inspection

A. Safety procedures	5 Hours
B. Blueprint or construction plans reading	40 Hours
C. Conformity with plans and specifications	100 Hours

TOTAL: 1040 HOURS

CONCRETE FINISHER: Finishes wet concrete 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: 26 weeks or 1040 hours

I. Orientation and Observation

A. Safety procedure	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 of work area and materials, holding materials, tools and handling canvas belting or burlap strips	195 Hours
C. Routine fueling, lubricating, and servicing	50 Hours

III. Actual Operation of Equipment

A. Safe operating procedures	10 Hours
B. Basic operation of tools	200 Hours
C. Forming and finishing edges, joints, curbs, gutters, paving and structures	310 Hours
D. Operation of trowels, straight edges, floats or finishing machine	200 Hours

TOTAL 1040 HOURS

CONCRETE TECHNICIAN: Works with mix designs and tests concrete to determine strength; more specifically takes sand 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: 13 weeks or 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: 520 HOURS

ELECTRICAL TECHNICIAN: Cuts and threads aerial lines, conduits, installs anchors and straps, pulls wire, etc. Equipment setting – lays or runs electrical wire and conduit and splicing. May perform other related duties.

TRAINING OUTLINE
Approximate training time: 13 weeks or 520 hours

I. Orientation and Observation

- A. Safety procedures plan and 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. Blueprint or Construction Plans Reading and Applications 20 Hours

- A. Setting Equipment
 - 1. Safety procedures 20 Hours
 - 2. Setting MCCs, transformers, generators 80 Hours
- B. Tool Storing and Clean Up
 - 1. Safety procedures 20 Hours
 - 2. Tool storing 50 Hours
 - 3. Clean up 20 Hours

TOTAL: 520 HOURS

EQUIPMENT MAINTENANCE TECHNICIAN: Individual(s) will be trained in the maintenance and repair of all types of construction equipment. The trainee will be learning how to assemble, set up, adjust, repair and maintain construction equipment, which includes, but is not limited to: internal combustion engines; air compressors; pumps; concrete mixers; heavy earth-moving equipment; rock crushers; paving equipment; and hand-held power tools. The trainee may perform the duties of a welder in the repair of this equipment. Performs other related duties as required. This training classification will consist of the following as a minimum:

TRAINING OUTLINE
Approximate training time: 1000 Hours

I. Familiarization and Knowledge 100 Hours

- A. General workplace safety including accident prevention and response
- B. Use of personal protective equipment
- C. Observation of construction equipment in use
- D. Understanding basic function and preparation of equipment
- E. Observation of tools in use
- F. Understanding use of parts catalog and cost/purchasing of parts
- G. Learning key parts required
- H. Learning company purchase, receipt, storage and issuance policies and procedures

II. Core Training (must include a minimum of 8 of the 10 items below) 600 Hours

- A. OSHA rules and regulations for the workplace
- B. Tool care, storage and transportation
- C. Preventive maintenance checks and services including, lubrication; oil, air and fuel filters; grease points, and inspection techniques to detect abnormal conditions
- D. Paint and bodywork
- E. Welding and burning equipment and operation of lathes, saws, shapers, grinders and presses
- F. Operation and service of fuel injector pumps and nozzles
- G. Assisting in complete overhaul and testing of gas and diesel engines
- H. Assisting in complete overhaul of various power transmission mechanisms
- I. Assisting in complete overhaul of various air-cooled engines
- J. Assisting in complete overhaul of various starters, generators and voltage regulators

III. Application of Training 300 Hours

- A. Preventive, troubleshooting and corrective maintenance - shop and field
- B. Orders, receives and stores tools and equipment under supervision of skilled worker
- C. Draws, arranges & transports tools and materials under supervision of skilled worker
- D. Participates in equipment preparation and maintenance under supervision of skilled worker
- E. Uses tools of the trade and performs related duties as required

TOTAL: 1000 HOURS

EQUIPMENT OPERATOR: Operates several types of power construction equipment, such as bulldozer, roller (steel or pneumatic), front-end loader, gradall, backhoe or combination. Excavates, grades, compacts earth fills, subgrades and bituminous surfaces to specifications. Adjusts hand wheels, presses pedals to drive machines and controls attachments, such as blades and buckets. May clean, gas, oil, and grease equipment.

TRAINING OUTLINE

Approximate training time: 25 weeks or 1000 hours

I. Orientation and Observation 500 Hours

- A. Safe operating procedures
- B. Fueling/lubrication/hydraulic systems
- C. Types of equipment, introduction, and safe operation
- D. Materials/earthwork/site preparation
- E. Manipulating controls, and fastening blades, hoses, belts, linkage, etc.
- F. Roller

II. Operations and Duties 500 Hours

- A. Grading, and finish grading
- B. Trenching operation/pipelaying
- C. Backfill/curbing
- D. Moving, staking materials, clearing and grubbing
- E. Loading/unloading flat bed for moving

(Contractors selecting this category shall be expected to rotate trainees training on the variety of equipment in a contractor's rolling stock, etc.)

TOTAL: 1000 HOURS

ESTIMATOR-PROJECT MANAGER: Individual will be trained in highway construction project work beginning with estimating of bids, coordination and management throughout the duration of a project, and steps for completion of the project. The Estimator-Project manager will learn how to complete any associated project paperwork (daily forms, cost management, billing reports, etc.), assist with management of crew work activities, communicate between the different divisions involved to maintain appropriate coordination so the project runs smoothly, and help address any customer service issues. The trainee will also become familiar with sales and marketing of construction materials as well as general customer relationships. This person will learn company policies/procedures and job/personnel functions to gain knowledge of all phases of highway construction. Individual will also become familiar with all types of heavy equipment, construction tools, and processes, blueprints and layouts, topographical maps and surveying, scheduling, contractor rules and regulations, and those agencies which govern construction activities.

TRAINING OUTLINE

Approximate training time: 55 weeks or 2200 hours

I. Familiarization 150 Hours

- A. Safe operation procedures and company policies
- B. Review and interpret project plans and specifications
- C. Record keeping

II. Job Knowledge 400 Hours

- A. Blueprint and layout reading, bid book interpretation
- B. Project specifications/contract documents understanding
- C. Material specifications and quality control
- D. Asphalt lay-down procedures
- E. Planning and layout
- F. Excavation, grading, drainages, erosion control
- G. Traffic control and sign packages
- H. Job site clean-up

III. Estimating, Marketing and Sales 650 Hours

- A. Product pricing knowledge and cost factors
- B. Estimation formulas and material knowledge
- C. Accurate and timely estimate sheet, contracts, credit approval, billing reports, etc.
- E. Familiarity with materials cost and bid markers in various areas
- F. Analyzing job quality and profitability results
- G. Value engineering and negotiating change orders
- H. Customer and public relations

Estimator-Project Manager (continued)

IV. Project Management

1000 Hours

- A. Coordinate on-site personnel and equipment operation
- B. Ensure project sites are operating in a safe and efficient manner
- C. Assist with coordination and supervision of employees and subcontractors, including various disciplines such as earthwork, pipe, grade, paving, traffic
- D. Accurate and timely preparation of weekly schedules and other operations as needed
- E. Maintain proper job record such as schedules, personal diary, etc.
- F. Consistent communication with Coordinator/Construction Manager regarding project status for crew needs
- G. Assist with preparation of weekly schedules and other operation as needed
- H. Customer relations with on-site personnel

TOTAL: 2200 HOURS

EXCAVATOR OPERATOR: Operates various types of flat track and rubber tire excavators. Excavates for pipe trenches, performs roadway and pit excavation, ditching, and clean up. Moves materials to desired grade for site, roadway or quarry, and gravel pit operations. Uses various attachments for different tasks. Maintains equipment upkeep and records.

TRAINING OUTLINE

Approximate training time: 35 weeks or 1400 hours

I. Orientation and Observation 400 Hours

- A. Safe operating procedures
- B. Types and makes of excavators introduction
- C. OSHA 10-hour safety/Haz-mat class
- D. Grading/Layout/Erosion control/Pit safety
- E. Blueprint knowledge

II. Care and Maintenance 500 Hours

- A. Fueling/lubrication/record keeping
- B. GPS systems/Hydraulic systems
- C. Soil/Gravel recognition and knowledge of compaction phases

III. Actual Operation of Equipment 500 Hours

- A. Trenching/Trench box placement
- B. Pipe work/Utility recognition
- C. Loading various materials in trucks
- D. Building slope/Cutting back slope/Cutting inclines to specifications
- E. Knowledge of vehicle location, balance and surrounding activity
- F. Grading and backfilling
- G. Coordination of instrumentation and control systems

TOTAL: 1400 HOURS

FIELD ENGINEER/SURVEYOR TRAINEE: 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. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 55 weeks or 2200 hours

I. Orientation and Observation 200 Hours

- A. Plan and specification review
- B. Review job safety policies
- C. Review of survey equipment manuals, practices and use
- D. Review of subcontracts

II. Operations and Duties in Construction Office 600 Hours

- A. Sets up and maintains files and survey field books
- B. Lift drawings and layout drawings (drafting)
- C. Survey supply purchasing
- D. Surveys and calculations for use in the field
- E. Computer training and use for calculations and recordkeeping
- F. Quantity calculations
- G. Verifies subcontractor quantities and prepare payment forms

III. Operations and Duties in the Field 1,280 Hours

- A. Layout of survey control including baselines, structures, grades, and excavations
- B. Coordinates with field supervision as to engineering required to perform work
- C. Quantity measurement
- D. Observes and reports safety practices
- E. Inspection of pre-pour formwork, rebar and inserts for line, grade and completeness
- F. Engineering equipment check-out
- G. Observes subcontractor operations and verifies completeness of work

IV. Miscellaneous Duties 120 Hours

- A. Attends “District Meeting” with company officials
- B. Uses of available company training manuals
 - 1. Safety manual
 - 2. Survey manuals
 - 3. Engineering manuals Volumes I, II and III
- C. Attends regular company “Training and Development” seminars on construction-related subjects

TOTAL: 2200 HOURS

FIELD OFFICE TIMEKEEPER: Develops all skills required of field office timekeeper to support the project manager, to include but not limited to: submittal of time sheets, familiarization with federal and local wage laws, cost reports, quantity and purchasing reports, materials and supply orders; orientation and observation of contractor's safety and emergency procedures for filing safety and accident reports. Trainee will be introduced to the contractor's reports, which will include EEO reporting requirements.

TRAINING OUTLINE

Approximate training time: 20 weeks or 800 hours

I. Orientation and Observation

- Orientation: 2 Hours
- A. Superintendent's expectations of trainee
 - B. Introduction to operator foreman (immediate supervisor)
 - C. Foreman's expectations of trainee
 - D. Complete explanation of trainee's assignment
 - E. Overview of project

II. Operations and Duties in Construction Office

- A. Company Overview – Safety & EEO Policy
- B. Job bulletin board
- C. Introduction to job superintendent

III. Operations and Duties in the Field Office

178 Hours

- A. Assists contractor's office and/or project manager
- B. Receives instruction, observes and assists office staff in all tasks outlined in job description
- C. Receives instruction from contractor's office and/or project manager in the following skills: filing regular corporate reports, such as time sheets, equipment rentals, and safety and accident reports
- D. Receives instruction in maintaining field office payroll, notifying staff of timesheet submission dates, federal and local wage laws, as applicable; maintaining phone and field office radio communications, purchasing, material and supply orders, filing accident, workmen's compensation and OSHA reports

Field Office Timekeeper (continued)

IV. Miscellaneous Duties

360 Hours

- A. Demonstrates proficiency in filing contractor’s reports
- B. Demonstrates knowledge and proficiency of notifying staff of timesheet submissions, revenue reports, safety, and accident reports
- C. Demonstrates knowledge and proficiency of maintaining payroll, shortage adjustments, labor agreements, purchasing, materials and supply orders
- D. Demonstrates knowledge of federal and local wage laws, as applicable
- E. Demonstrates ability to file workmen’s compensation and OSHA reports
- F. Receives additional comments and instruction from project manager and corporate manager

Certification:

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

Project Manager: _____ Date: _____

Job Superintendent: _____ Date: _____

Total hours trained as:

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

Work Experience: - - - - - 260 Hours

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

TOTAL: 800 HOURS

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

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

TRAINING OUTLINE

Approximate training time: 18 weeks or 720 hours

I. Orientation and Observation

- | | |
|------------------------------------------------------------------|----------|
| A. Safety procedures | 5 Hours |
| B. Observation of placing forms | 20 Hours |
| C. Observation of form stripping and setting of precast concrete | 30 Hours |

II. Maintenance

- | | |
|------------------------------------------|----------|
| A. Safety procedures | 5 Hours |
| B. Helps strip forms and clean work area | 25 Hours |

III. Actual Operation of Form Setting

- | | |
|--------------------------------------------------------------------------------------|-----------|
| A. Safe operating procedures | 5 Hours |
| B. Holds and helps align forms. Drives stakes for braces and helps erect scaffolding | 150 Hours |
| C. Observes and assists in setting precast concrete | 50 Hours |

IV. Checking and Inspection

- | | |
|--------------------------------------------------------------------------------------------|-----------|
| A. Measures space between forms, fits together lines, plumbs vertically, sets to elevation | 200 Hours |
| B. Checks forms while concrete is being poured | 230 Hours |

TOTAL: 720 HOURS

FOREMAN TRAINEE – BRIDGE CONSTRUCTION: 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: 52 weeks or 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. Familiarity with standard specs	350 Hours
E. Ability to communicate effectively and to get along with employees, other personnel, the general public, engineers, inspectors and the DOT	200 Hours
F. Understanding of grades, super elevations, vertical curves, etc.	400 Hours

TOTAL: 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 (PIPE): Supervises and coordinates the activities of workers under him engaged in one or more occupations, including but not limited to the laying of sanitary/storm sewer pipelines. Lays glazed or unglazed clay, concrete, steel, or cast iron pipe to form water, sewer, or storm sewer pipelines. Duties require the study of utility and utility conflict plans, and setting up laser and other engineering instruments to install pipelines at proposed elevations. Must be able to interpret production schedules and comply with all federal, state, and public utility regulations including Erosion Control Laws and Regulations. Must complete the required trenching and excavation training requirements set forth by the Occupational Safety and Health Administration (OSHA).

TRAINING OUTLINE

Approximate training time: 50 weeks or 2000 hours

I. Administration 200 Hours

Interprets company policy to workers, enforces safety regulations, maintains time and production records, coordinates work schedules with other foremen; recruiting and inspection of materials.

II. Safety 300 Hours

Attends required trenching and excavation courses to become familiar with regulations of DDOT and OSHA. Interprets these regulations to personnel along with all other safety rules and regulations. Properly conducts on-site safety meetings, as well as job inspections and training/instructing for heavy equipment safety.

III. Production 1200 Hours

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

IV. Personnel 300 Hours

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

TOTAL: 2000 HOURS

GUARD RAIL ERECTOR: Digs holes for posts, drives post, attaches guard rail, pours incidental concrete, paints guard rail. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 19 weeks or 770 hours

I. Orientation and Observation

- | | |
|---------------------------------------------------------------|----------|
| A. Safety procedures | 5 Hours |
| B. Observation of procedures and equipment in operation | 35 Hours |
| C. Starting machinery and manipulating equipment and controls | 40 Hours |

II. Care and Maintenance

- | | |
|-----------------------------------------------|-----------|
| A. Safety procedures | 10 Hours |
| B. Routine fueling, lubricating and servicing | 100 Hours |

III. Actual Functions of Guard Rail Erection

- | | |
|-------------------------------------------------------------------------------|-----------|
| A. Safety procedures | 10 Hours |
| B. Incidental concrete pouring and post setting | 100 Hours |
| C. Post hole digging and post driving, equipment driving, equipment operation | 350 Hours |
| D. Guard rail attachment, painting and finishing | 120 Hours |

TOTAL: 770 HOURS

INSTRUMENT ENGINEER: 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: 13 weeks or 520 hours

I. Orientation and Observation

A. Safety procedures	10 Hours
B. Work as Rodperson	40 Hours
C. Observation of instrument engineer	10 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. Uses surveying instrument to establish lines, points and grades	260 Hours
B. Directs placement of stakes	20 Hours
C. Supervises Rodperson	30 Hours

TOTAL: 520 HOURS

IRON WORKER, REINFORCING: Positions and secures steel bars to placement of reinforced concrete. Determines numbers, sizes, shapes and locations of reinforcing rods from plans, specifications, sketches and/or oral instructions. Places and ties reinforcing steel using wire and pliers. Sets rods in place, spaces and secures reinforcing rods. May bend steel rods with hand tools or rod bending machine. May reinforce concrete with wire mesh. May weld reinforcing bars together. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 18 weeks or 720 hours

I. Orientation and Observation

A. Safety procedures	20 Hours
B. Observation of operation	15 Hours
C. Care and repair of specially-coated bars	10 Hours

II. Care and Maintenance

A. Safety procedures	20 Hours
B. Care and maintenance of tools and equipment	30 Hours

III. Actual Operation of Reinforcing

A. Construction plan reading and application	30 Hours
B. Identification and selection of materials	30 Hours
C. Placing reinforcing steel and support devices	465 Hours
D. Spacing and securing reinforcing materials	100 Hours

TOTAL: 720 HOURS

IRON WORKER, STRUCTURAL: Performs any combination of the following duties: to raise, place and unite girders, columns and other structural steel members to form completed structures or structure frameworks, working as a member of a crew. Sets up hoisting equipment for raising and placing structural steel members; fastens steel members to cable of hoist using chain, cable or rope. Signals worker operating hoisting equipment to lift and place steel members. Guides member using tab line (rope) or rides on member to guide it into position. Reads plans; rigs, assembles and erects structural members requiring riveting or welding. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 26 weeks or 1040 hours

I. Orientation and Observation

A. Safety procedures	20 Hours
B. Observe operation	35 Hours
C. Plan reading	35 Hours

II. Care and Maintenance

A. Safety procedures	20 Hours
B. Care and maintenance of tools and equipment	70 Hours

III. Actual Operation

A. Safety procedures	20 Hours
B. Rigging structural members requiring riveting or welding	140 Hours
C. Assembling structural members requiring riveting or welding	300 Hours
D. Erection of structural members requiring riveting or welding	400 Hours

TOTAL: 1040 HOURS

LANDSCAPE WORKER: 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. Attaches 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: 13 weeks or 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

LUTEMAN: Distributes asphaltic materials by raking. Matches and finishes freshly made asphalt paving points evenly. Smoothes and adjusts surface irregularities. Restores surface finish before compaction. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 26 weeks or 1040 hours

I. Orientation and Observation	30 Hours
A. Safety procedures	
B. Observation of operation	
II. Care and Maintenance	30 Hours
A. Safety procedures	
B. Hand tools	
III. Equipment Operation	980 Hours
A. Matches and finishes freshly made asphalt paving joint evenly	
B. Smoothes and adjusts surface irregularities	
C. Restores surface finish after hand raking	
D. Spreads asphalt to proper grade and finishes before compaction	

TOTAL: 1040 HOURS

PAINTER – STRUCTURAL, STEEL BRIDGE: 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: 19 weeks or 760 hours

I. Orientation and Observation

- | | |
|-----------------------------|----------|
| A. Safety procedures | 25 Hours |
| B. Observation of operation | 35 Hours |

II. Care and Maintenance

- | | |
|----------------------------------|----------|
| A. Safety procedures | 25 Hours |
| B. Care and maintenance of tools | 40 Hours |

III. Actual Painting Operation

635 Hours

- | | |
|-------------------------------------------------------------------------------------------------|--|
| A. Paints cables and structural steel framework on bridges | |
| B. Paints other portions of structures requiring painting, using either brush, roller, or spray | |

TOTAL: 760 HOURS

PILEDRIVER: Sets pile in leads and sets pile in correct position. Guides sheet steel pile into grooves of adjacent pile. Places cap and 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: 26 weeks or 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: 1040 HOURS

PIPE LAYER: 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. Adjusts 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 physically to set elevations with laser or other engineering equipment. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 13 weeks or 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 | 10 Hours |
| 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, assists 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. Performs pressure testing | 20 Hours |

TOTAL: 520 HOURS

PIPE LAYER (SANITARY/STORM WATER): Lays glazed or unglazed clay, concrete, steel or cast-iron pipe to form water lines, gas lines, sanitary or storm sewers and drains; lays underground telephone and electrical duct. May smooth bottom of trench to proper elevation by scooping with a shovel; receives pipe lowered from top of trench; inserts spigot end of pipe into bell end of last laid pipe. Adjusts pipe to line and grade, caulks joints with oakum or yarn and seals joints with cement or other sealing compound; may connect threaded or flanged joint pipe, may assemble and place corrugated metal pipe. Must be able physically to set elevations with laser or other engineering equipment. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 18 weeks or 720 hours

I. Orientation and Observation

- | | |
|---------------------------------------------------------|----------|
| A. Safety procedures, MOSHA & OSHA regulations | 40 Hours |
| B. Observes spade operation and laying of pipe | 15 Hours |
| C. Study of various forms of pipe and related materials | 5 Hours |
| D. Familiarity with local codes and testing procedures | 7 Hours |

II. Care and Maintenance

- | | |
|---------------------------------------------------|----------|
| A. Safety procedures | 10 Hours |
| B. Ditch preparation, handles materials and tools | 15 Hours |

III. Actual Handling of Pipe and Spade

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A. Ditch grading with compressed-air-driven or hand spade | 50 Hours |
| B. Handles materials; assists 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 | 365 Hours |
| D. Performing testing procedures | 100 Hours |

TOTAL: 720 HOURS

POWER TOOL OPERATOR: 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: 18 weeks 720 hours

I. Orientation and Observation

A. Safety procedures	5 Hours
B. Observation of jackhammer, 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. Jackhammer	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: 720 HOURS

QUALITY CONTROL INSPECTOR: Operates nuclear gauge to monitor compaction and laydown of asphalt. Operates coring rig, in cutting core samples of asphalt for comparison against lab densities. Maintains required documents and develops reports to demonstrate compliance with federal regulations. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 26 weeks or 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: 1040 HOURS

RODPERSON/GPS OPERATOR: Uses surveyor’s chain to measure distance as directed by instrument engineer. Marks reference points, holds engineering rod at points designed by instrument engineer to establish or obtain elevation of those points. Sets stakes. 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. Responsible for accuracy of this field engineering work. May perform other related duties.

TRAINING OUTLINE
Approximate training time: 26 weeks or 1040 hours

I. Orientation	2 Hours
A. Safety procedures	3 Hours
B. Observation of rodperson	20 Hours
 II. Applied Techniques of the Trade of Rodperson	
A. Use of the chain	45 Hours
B. Use of the rod	45 Hours
C. Placing stakes	45 Hours
 III. GPS Operator’s Instruction	200 Hours
A. Toolbox safety procedures	
B. Observes proper operation of the GPS equipment	
C. Receives instruction on basic function and preparation of daily functions	
D. Learns proper method of transporting GPS equipment (sequence of usage for various procedures)	
 IV. GPS Operation and Setup	200 Hours
A. Toolbox safety meeting	
B. Establishes standard procedure and scheduling for preventative maintenance on GPS equipment	
C. Develops plan for corrective maintenance	
D. Sets and assembles GPS for use on the project	
E. Receives instruction on company policy and observes methods to receive and store GPS for use on the project.	

Rodperson/GPS Operator (continued)

V. Actual Rodperson Operations 280 Hours

- A. Measuring distances with chain
- B. Establishing elevation with rod

VI. Actual GPS Operator Application 200 Hours

- A. Toolbox safety meeting
- B. Demonstrates, under supervision, ability to receive and store GPS equipment needed for job
- 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. Works with tools of trade to maintain equipment in good working order

TOTAL: 1040 HOURS

ROLLER OPERATOR: Operates self-propelled steel wheeled, rubber tired, sheepfoot, vibratory, segmented or other type roller to compact earth, subgrade, subbase, shoulder materials, or stone cover on surface treatment. May also operate rubber tired roller on asphalt concrete. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 26 weeks or 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: 1040 HOURS

SCRAPER: Operates self-propelled rubber-tired or tractor-drawn unit know 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: 13 weeks or 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	150 Hours
C. Spreading material	150 Hours
D. Rough roadway grading	70 Hours
E. Compaction of embankment	65 Hours

TOTAL: 520 HOURS

SIGN ERECTOR: Erects reassembled signs according to plans, sketches and blueprints. Measures location for signs and marks points where holes for expansion shields are to be drilled. Drills holes, using star drill. Makes layout for erection of signs, cuts ties and sets reinforcing steel. Sets forms for concrete, pours concrete, sets anchor bolts, erects wooden or metal structures, places clamps, brackets or other required hardware on structures. May use welding equipment for installation. May perform other related duties.

TRAINING OUTLINE

Approximate training time: 26 weeks or 1040 hours

I. Orientation and Safe Use of Tools

A. Power and hand tools	20 Hours
B. Special 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, set anchor bolts	300 Hours
D. Erects wooden or metal structures	250 Hours
E. Places clamps, brackets or other required 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

Safety procedures	10 Hours
-------------------	----------

V. Stripping and Salvaging of Forms for Re-Use

65 Hours

Safety procedures	10 Hours
-------------------	----------

TOTAL: 1040 HOURS

STONE MASON: Lays out work from plans and 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: 26 weeks 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. Blueprint 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: 1040 HOURS

SAFETY SPECIALIST: This position is designed to provide the trainee with hands-on introduction to heavy construction and the role of a construction safety person on typical heavy construction projects. The trainee will perform entry-level work in a variety of actual construction occupations; on the assigned project(s) he/she will assist project supervisors and safety specialists in planning for safety, environmental protection, and other loss control planning activities. He/she will participate in an increasingly more responsible role in environmental protection activities, safety inspections, injury/incident investigation, injury management and record keeping. Manages and maintains safety equipment, conducts safety meetings and training and provides technical safety, health, and environmental support. This training does not qualify the person as an independent safety specialist.

TRAINING OUTLINE

Approximate training time: 32.5 weeks or 1300 hours

I. Process Familiarization and Knowledge 600 Hours

- A. Safety
- B. Material selection
- C. Tools of the trade
- D. Hands-on working assignments
- E. Company policies and procedures
- F. Awards program
- G. Activity planning
- H. Injury management
- I. OSHA and other applicable standards training (minimum, 30 hours official program)
- J. Safety equipment management
- K. Ergonomics evaluations and improvement

II. Applied Techniques 700 Hours

- A. Work activity planning
- B. Inspections and investigations
- C. Environmental monitoring and control
- D. Hazardous material/waste management
- E. Technical safety support
- F. Injury management
- G. Recordkeeping

TOTAL: 1300 HOURS

SUPERINTENDENT – GRADING: 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, blueprint reading, industrial relations, personnel management, contracting laws, EEO, etc.

TRAFFIC CONTROL: Performs duties under the mentorship of a traffic coordinator, foreperson and/or project manager for paving and/or grade crews to familiarize her/him with traffic control/maintenance for highway construction operations. She/he would train to assist with all aspects of traffic control. The trainee would also familiarize with basic tasks of road construction operations as needed in conjunction with traffic duties. Must possess an approved flagger certification.

TRAINING OUTLINE

Approximate training time: 15 weeks or 600 hours

I. Process Familiarization/Knowledge 200 Hours

- A. Safe operating procedures and company policies
- B. Sequence and types of operations
- C. Traffic control/flagging procedures
- D. Necessary equipment and/or tools
- E. Familiarity with regulations pertaining to traffic control elements (traffic control devices, parts of a traffic control zone, taper length criteria for work zone, proper sign installations, repositioning, dismantling)
- F. Public relations

II. Traffic Control Operations 400 Hours

- A. Layout and measuring
- B. Permanent sign installation and tear-down
- C. Prepares new traffic control devices for project use
- D. Distribution of traffic control devices from project to project
- E. Assists with traffic control plan for day's activities
- F. Set-up, operation, and maintenance of message/arrow boards
- G. Assists with repair of any damaged traffic control device
- H. Assists with patrolling of total job site traffic control set-up to adhere to project specifications in an effort to eliminate hazards
- I. Job clean-up

TOTAL: 600 HOURS

TRUCK DRIVER – MULTI-REAR AXLE (HEAVY OVER 7 CY): Operates multi-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: 19 weeks or 760 hours

I. Orientation and Observation

A. Safety procedures	15 Hours
B. Observes vehicle in operation and becomes familiar with various equipment	45 Hours
C. Starting and operating vehicle	160 Hours

II. Care and Maintenance

A. Safety procedures	15 Hours
B. Routine fueling, lubrication and servicing	35 Hours

III. Actual Operation of Equipment

A. Safety procedures	15 Hours
B. Loading and unloading materials and operation of vehicle	435 Hours

IV. Commercial Driver’s License (CDL) Manual Review

A. Section 1	5 Hours
B. Section 2	5 Hours
C. Section 3	5 Hours
D. Section 4	5 Hours
E. Section 5	5 Hours

V. Practice Testing CDL Certification

A. General knowledge	5 Hours
B. Airbrakes	5 Hours
C. Vehicle operation	5 Hours

TOTAL: 760 HOURS

*CDL training hours must be acquired during the final 50 hours of the training program.

**The trainee will be recognized as a journey person after obtaining a CDL.

TRUCK DRIVER – MULTI-REAR AXLE (LIGHT UNDER 7 CY): Operates multi-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: 14 weeks or 560 hours

I. Orientation and Observation

A. Safety procedures	10 Hours
B. Observes vehicle in operation and become familiar with various equipment	15 Hours
C. Starting and operating vehicle	15 Hours

II. Care and Maintenance

A. Safety procedures	10 Hours
B. Routine fueling, lubrication and servicing	30 Hours

III. Actual Operation of Equipment

A. Safety procedures	10 Hours
B. Loading and unloading materials and operation of vehicle	430 Hours

IV. Commercial Driver’s License (CDL) Manual Review

A. Section 1	5 Hours
B. Section 2	5 Hours
C. Section 3	5 Hours
D. Section 4	5 Hours
E. Section 5	5 Hours

V. Practice Testing CDL Certification

A. General knowledge	5 Hours
B. Airbrakes	5 Hours
C. Vehicle operation	5 Hours

TOTAL: 560 HOURS

*CDL training hours must be acquired during the final 50 hours of the training program.

**The trainee will be recognized as a journey person after obtaining a CDL.

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

TRAINING OUTLINE

Approximate training time: 26 weeks or 1040 hours

I. Orientation and Safe Use of Tools

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 Welding

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. Safety procedures	5 Hours
B. Cuts, lays out, fits, and welds sheet metal, cast iron and other metal parts	185 Hours
C. Fabricates and repairs equipment	180 Hours

TOTAL: 1040 HOURS

**ATTACHMENT A:
FORMS**

NOTIFICATION LETTER

APPRENTICE/TRAINEE APPROVAL REQUEST

WEEKLY TRAINING REPORT

TRAINING PROGRAM OUTLINE AND RECORD OF TRAINING

TRAINEE REIMBURSEMENT FORM

CONSTRUCTION SITE VISIT FORM

PARTICIPANT SURVEY

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Transportation



OFFICE OF CIVIL RIGHTS
THE ON-THE-JOB TRAINING PROGRAM

SAMPLE

April 28, 2015

To:

Re:

Dear:

In accordance with 23 CFR Part 230, Appendix B to Subpart A, (xxxxx) trainees are specified in the above-named contract. The classification and training hours are:

Total hours:

Please find attached the required forms necessary to enroll trainees in the OJT Program. All required documents are to be faxed to: Linda Fennell, OJT Manager (202-645-0366), or sent via e-mail to Linda.Fennell@dc.gov.

Once these signatures are affixed, retain one (1) copy for your records, provide a copy to the trainee(s), and submit one (1) copy with the **first** certified payroll in which the trainee's/apprentice's appearance will be submitted to the Davis-Bacon Branch. The OJT Program Manager at the District Department of Transportation will maintain a copy for the files. **No trainee/apprentice is to commence work on this project prior to approval by the On the Job Training Manager.**

Subcontractor Trainee/Apprenticeship Assignment

In the event that your company assigns trainees to a subcontractor, please note that it is your company's responsibility to ensure that the subcontractor's training records are accurate and submitted as required. The subcontractor is also required to submit all relevant approval forms to the OJT Manager through the prime contractor.

Approved Apprenticeship Programs

If you or your subcontractor has an apprenticeship program that has been approved by the D.C. Apprenticeship Council, you must submit a copy of the apprentice's enrollment form that has been signed by the Director of the D.C. Apprenticeship Office. If you do not have the required registration form, you must contact the **Office of Apprenticeships at 202-698-5099**. If the approved training program classification is different from the classifications assigned to this project, you must notify the OJT Manager so that a modification of the classification(s) can be considered.

Wage Conformance Requirement

In the event that a specified training classification is not identified in the applicable wage decision, the contractor must submit a conformance request utilizing the U.S. Department of Labor, SF-1444. For more information about this process, visit the U.S. Department of Labor's website: <http://www.dol.gov/whd/recovery/dbsurvey/conformance.htm> or contact **Ms. LaKisha Love, Davis-Bacon Wage Compliance Branch** at LaKisha.Love@dc.gov for additional guidance.

Mandatory Orientation

Unless otherwise notified, prior to the approval of your trainees/apprentices, all trainees and apprentices are required to attend a mandatory orientation. During the orientation, the program participants will discuss among other matters:

- A. the OJT Program requirements;
- B. the starting wage rate and the wage progression during this process;
- C. an overview of the OJT Handbook, which is provided for their future reference (and is also available online);
- D. the rights and responsibilities of both the program participant and the contractor;
- E. the training curriculum for their specific classification; and
- F. ensuring that the contractor has informed the participant of the company's equal employment opportunity policy, including their understanding of the company's designated equal employment officer, which is required by 23 CFR Part 230, Appendix A.

Reporting Requirements

Included in the package are the weekly and monthly training report forms to record the progress of each trainee and to request reimbursement for training hours. Most of the required forms are also available on DDOT's website: <http://ddot.dc.gov/node/540782>

All weekly **and** monthly timesheets are to be submitted on the 5th of the month to Linda Fennell, On-the-Job Training Manager, via e-mail to Linda.Fennell@dc.gov or via fax, 202-645-0366. You may also be required to submit your timesheets to the designated construction manager, who will seek verification of your submission prior to approval of your invoice.

Wages and Fringe Benefits

All trainees' salaries and fringe benefits shall be conducive to the U.S. Department of Labor's Davis-Bacon Wage Act as directed in your contract for this project. For appropriate wages for all employees on this contract, please refer to the wage decision that is included in your contract. If you have any questions regarding the wage decision or the computation of the wage percentage for trainees and if applicable, apprentices, please **contact LaKisha Love, Davis-Bacon Wage Compliance Branch at LaKisha.Love@dc.gov**.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision. The contractor shall furnish the trainee a copy of the program he will follow in providing the training. The contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed. The contractor will provide for the maintenance of records and furnish periodic reports documenting his performance under this Training Special Provision. Questions regarding reimbursement should be addressed with your DDOT Project Engineer or contract specialist.

Reimbursement Provision

Reimbursement is based on the unit price submitted in your contract. As approved by the engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other does not specifically prohibit the contractor from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the contractor where he does one or more of the following and the trainees are concurrently employed on a federal-aid project:

- (1) contributes to the cost of the training;
- (2) provides the instruction to the trainee; or
- (3) pays the trainee's wages during the off-site training period.

Recruitment Activities

The OJT Program Manager serves as a resource to our federal-aid contractors with locating a pool of eligible candidates to fulfill the training special provision requirement. A number of recruitment resources are available to you in order to help you meet your Title VII requirement regarding recruitment and employment. As a federal-aid contractor, you are required to register your available employment opportunities with **DC Networks**, which is the District of Columbia's computerized national labor exchange network. To access this website, visit <http://does.dc.gov/page/job-bank-services>.

A Community-Based Organizations Referral Partners list is also enclosed. You may utilize this list as an additional resource from which to recruit in order to gain a pool of qualified applicants that consists of women, minorities and disadvantaged individuals. In accordance with Form 1273, Required Construction Contract Special Provisions, all advertisements for employment shall include the notation:

“An Equal Opportunity Employer”

Prior to the approval of your prospective applicant, you may be requested to provide a list of applicants along with a list of recruitment sources utilized in determining your proposed selection. If you need assistance in obtaining a pool of qualified applicants, please contact the office. Given sufficient notification, the OJT Program can assist in providing you with potential candidates for your review and approval.

Disciplinary Actions and Terminations:

The OJT Program is designed to recruit and train minorities, women and disadvantaged individuals in skilled craft trades within the highway construction industry. The goal of the program is to develop a pipeline of skilled workers within the highway construction industry. The OJT Program Manager and the workforce development community stand ready to assist our participants in maintaining self-sufficiency. However, if the need arises that disciplinary actions, including termination, are considered, the OJT Program requires that a meeting be convened with the OJT Program Manager and, if applicable, the referring workforce development advisor and the program participant prior to a termination. Failure of a trainee/apprentice to pass a random drug screening, or to adhere to the company's "no-call, no-show" policy, may result in expulsion from the program.

Unannounced Site Visits

The District Department of Transportation (DDOT) Office of Civil Rights (OCR) retains the right to conduct unannounced site visits as a component of its contract compliance program. OCR or its designated representative will display the proper identification upon entering the worksite. A report of the findings from the site visit will be submitted to the contractor's designated representative.

Certificate of Completion

23 CFR Part 230, Appendix B to Subpart A requires the contractor to issue a certificate of completion to the program participant. The certificate shall indicate the type and length of training. Therefore, it is imperative that the contractor monitor the progress of the trainee/apprentice to insure that they receive meaningful training experiences in the assigned classification(s).

If you have any additional questions, please contact me at 202-645-8620.

Sincerely,

Linda A. Fennell

Linda A. Fennell
On-the-Job Training Manager
District Department of Transportation

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Transportation



The On-the-Job Training Program
APPRENTICE/TRAINEE APPROVAL REQUEST

(1) PRIME CONTRACTOR	(2) CONTRACT NO.	(2a) PROJECT NAME
(3) SUBCONTRACTOR (IF APPLICABLE)	(4) PROJECT MANAGER	

APPROVAL IS REQUESTED TO PROVIDE TRAINING FOR THE FOLLOWING APPRENTICE/TRAINEE

(5) NAME	(6) EMPLOYEE SSN (LAST 4 DIGITS)	(7) CRAFT
(8) ADDRESS, CITY, STATE, ZIP CODE		(9) TELEPHONE NUMBER
(10) EMPLOYEE STATUS: NEW HIRE TRANSFER UPGRADE	(11) ESTIMATED HOURS FOR THIS PROJECT	(12) EMPLOYEE START DATE: Starting Wage Rate \$ _____
(13) TYPE OF TRAINING: APPRENTICESHIP / ON-THE-JOB TRAINING (IN-HOUSE) / DDOT		
(14) ETHNIC GROUP BLACK ASIAN NATIVE AMERICAN ¹ HISPANIC WHITE ¹ (ATTACH COPY OF TRIBAL IDENTIFICATION CARD)		
Good Faith Effort (GFE) documentation MUST be provided if neither a Minority nor Female is proposed for training. Failure to provide GFE documentation could result in denial of this request		(15) GENDER MALE FEMALE
		(16) VETERAN STATUS Yes ____ No ____ If yes, Branch: _____

TERMINATION DATA

(17) TERMINATION DATE	(18) TOTAL TRAINING HOURS ON THIS PROJECT	(19) HOURS TO COMPLETE FOR GRADUATION
(20) REASON FOR TERMINATION GRADUATED LAID-OFF TRANSFERRED TO PROJECT # _____ OTHER (Explain) _____		
(21) PRIME CONTRACTOR SIGNATURE	(22) DATE	(23) SUB-CONTRACTOR SIGNATURE (IF APPLICABLE)
		(24) DATE

FOR DDOT OFFICE OF CIVIL RIGHTS USE ONLY

REMARKS			
Orientation Date: _____			
APPROVED	SIGNATURE	DATE	TITLE
DENIED			

NOTE: Submit this form for each proposed apprentice or trainee **prior** to their start date. The Prime Contractor is also required to submit this form for approval for its subcontractor(s)'s apprentices or trainees prior to their start date.

INSTRUCTIONS FOR APPRENTICE/TRAINEE APPROVAL REQUEST

1. Name of Prime Contractor for this project
2. DDOT Contract Number (2a) Project Name
3. Name of Subcontractor providing training (If applicable)
4. Name of DDOT or Consultant Project Manager
5. Full name of apprentice/trainee (should be same as on social security card)
6. Last four digits of apprentice/trainee's Social Security Number
7. Craft – As specified in the contract (for example: Carpenter, Cement Mason, Electrician, Equipment Operator, Ironworker, Laborer)
8. Address, City, State, and Zip Code of apprentice/trainee
9. Telephone number of apprentice/trainee
10. Employee Status – New Hire (new to the company), Transfer (a trainee transferring from another federal-aid highway project) or Upgrade (an existing employee 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)
11. Estimated number of hours this trainee will receive on this project. **Hours listed here must match hours listed in column 10 of the approved Training Program form 731-0335 for this contractor and this craft.*
12. Date the apprentice/trainee will start work on this project and the wage rate
13. Type of training
 - a. Apprenticeship (include name of union local)
 - b. On-the-Job Training (In-House) – Attach copy of Training Program (i.e. Carpenter Trainee, etc.) signed and dated by both the trainee and a company representative.
14. Ethnic Group – If Native American is checked, attach copy of tribal identification
15. Gender (self-explanatory)

NOTE:

If proposed apprentice/trainee is neither minority nor female, attach Good Faith Effort (GFE) documentation showing compliance with the EEO section of FHWA 1273, REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS included in your contract.

The U.S. Department of Labor has held that the failure of a JATC or Union to refer a minority or female does not relieve the contractor of the EEO obligation.

16. Veteran (yes or no; include branch of military service)
17. Termination Date
18. Total Training Hours on this Project
19. Hours to Complete for Graduation
19. Date contractor representative signed the form
20. Reason for Termination
21. Prime Contractor Signature
22. Date of Prime Contractor Signature
23. Signature of subcontractor (Required if subcontractor is providing training)
24. Date subcontractor signed the form

INSTRUCTIONS FOR COMPLETING WEEKLY TRAINING REPORT

1. Complete this form for each trainee undergoing training for the seven-day period up to and including the payroll period ending date. Make three copies of the completed and signed original form.
2. Provide the trainee's/apprentice's name, name of the contractor or subcontractor providing the training, the payroll week ending date of the report, the Work Classification for which the employee is being trained, the DC Contract Number and the Federal Aid Project Number, as specified.
3. Indicate the Employee start date, Payroll Ending Date and Wage Rate for the reporting period.
4. Under the heading "Type Training Completed in Training Program Outline", enter the classification types (as specified in each trainee's individual Training Program Outline) for which the trainee was trained during the week recorded.
5. The contractor providing the training will enter *daily* the number of hours for which training was provided in each category of the Training Program Outline.
6. The trainee's supervisor will rate the trainee's performance for the period covered by this report in the space provided.
7. Weekly and monthly reports shall be submitted by the 5th of every month preceding the reported period. The completed form will be submitted to the Office of Civil Rights, On-the-Job Training Program, 55 M Street SE, 3rd Floor, Washington, DC 20003. The form may also be faxed to 202-645-0366 or e-mailed to Linda.Fennell@dc.gov.
8. The original form will be sent to the Resident Engineer. One copy of the completed form will be sent to the Project Engineer on the Project, and one copy will be retained by the contractor in each individual trainee's/apprentice's file.
9. The contractor is obligated to provide the apprentice/trainee with a copy of both weekly and monthly reports for their recordkeeping and to monitor their progress towards completion.
10. Upon successful completion of the training, the contractor is required to issue a certificate of completion to the trainee indicating the type and length of training.

** Please Note: This form is **NOT** to be submitted in or with Weekly Payroll submissions.*

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION
CONTRACT COMPLIANCE DIVISION**



**TRAINING PROGRAM OUTLINE
AND RECORD OF TRAINING**

STRUCTURAL STEEL BRIDGE PAINTER

TRAINEE NAME _____													
DATE TRAINING STARTED _____ APPROXIMATE TRAINING TIME _____ HOURS													
TRAINING PROGRAM OUTLINE													
STRUCTURAL STEEL BRIDGE PAINTER	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	(SIGNATURE) CERTIFYING OFFICER / CONTRACTOR
I. Orientation & Observation													
A. Safety procedures 25 hours													
B. Observation of operation 35 hours													
II. Care & Maintenance													
A. Safety procedures 25 hours													
B. Care & maintenance of tools 40 hours													
III. Actual Painting Operation													
Paints guard rails, fences, sign posts, etc., with either brush, roller or spray OR Paints cables and structural steel framework of bridges and other portions of structures requiring painting, using either brush, roller or spray 635 hours													
Total760 hours													

(See Instructions on Reverse)

INSTRUCTIONS FOR COMPLETING THE TRAINING PROGRAM OUTLINE AND RECORD OF TRAINING

1. The Training Project Coordinator will keep this form on-site and record, on a monthly basis, training provided for each trainee. Use each trainee's Weekly Training Reports as the source of hours and types of training.
2. Enter the trainee's name, the date training started, the work classifications in which training was provided and training time for each, as specified. The training conducted must conform to the Training Program Outline.
3. As each phase of training in the Training Program Outline is completed, the contractor's Training Project Coordinator will certify this by signing in the "Certifying Officer" column and (underneath his/her signature) the contractor's company name.
4. Photocopy this form each month and submit a copy with the Monthly Trainee Reimbursement Voucher to the DC Project Engineer and Contract Compliance Division Chief.
5. Maintain this form on a current basis on-site to accurately reflect training provided. It must be made available upon request to representatives of the Federal Highway Administration, DC Department of Transportation (Resident Engineer and Contract Compliance Division staff persons) and the DC Department of Transportation Supportive Services Consultants.
6. In the event an employee, entering into a Training Special Provision Agreement, is considered by the contractor to be already qualified in certain phases of the Training Program Outline, the contractor, with the approval of the Contracting Officer, may give the trainee credit for this qualification. Do this by entering on the appropriate line of "Record of Training Completed-Hours" and the reason for granting credit for a particular phase of training. Payment to the contractor will not be made for hours of training granted to the trainee where actual training is not conducted.
7. If the contractor responsible for training obtains an employee who has been given some previous training under the Training Special Provision Agreement or any other training program, either by this contractor or a previous employer, the contractor hiring the employee may, upon evidence provided by the employee and upon approval of the Contracting Officer, give the employee credit for this previous training granted to the trainee. Payment to the contractor will not be made for hours of training granted to the trainee where actual training is not conducted.

8. When training is completed or the trainee leaves the training program for any reason, the contractor will immediately notify the On-the-Job Training Manager by telephone with the immediate written follow-up submission of the Approval Form indicating Termination Data. One completed copy of the Approval Form, showing all training accomplished, will be furnished to the trainee. One completed copy of the Approval Form indicating Termination Data will be forwarded immediately to the DC Department of Transportation, On-the Job Training Program, and one copy will be retained in each trainee's file. The Contractor will certify on all copies of the form as to total hours of training completed. This certification will be signed by the Contractor and dated.
9. The trainee will be advised by the contractor to maintain his/her copy as a valuable document showing the status of his/her training and qualifications to receive the proper rate of pay should his/her training be resumed at a later date with the same or another employer.

DISTRICT DEPARTMENT OF TRANSPORTATION



**On-the-Job Training Program
Construction Site Visit Report**

Date of Visit:		
Location(s) of Visit:		
Name of Contractor:		
Name of Supervisor:		
Name of OJT Trainee/Apprentice:		
Classification:		
Site Inspector:		
Briefly describe the scope of work:		
Expected Length of Project:		
Check the following items that were discussed and add specifics below:		
Item	Check Here	Add Comments Here
Flagger Certification Card	<input type="checkbox"/>	
OSHA 10-Hour Certification Card	<input type="checkbox"/>	
First Aid/CPR Card	<input type="checkbox"/>	
Performance of work according to classification	<input type="checkbox"/>	
Attendance	<input type="checkbox"/>	
Date:		
Contractor's Signature:		
Date:		
OJT Manager's Signature:		

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Transportation



The On-the-Job Training Program
Progressive Partners Supportive Services Program

PARTICIPANT SURVEY

Participant's Name (please print): _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number/s: (h) _____ (c) _____

E-mail: _____

Emergency Contact Name: _____

Telephone Number/s: (h) _____ (c): _____

Other: _____

Project: _____

Contractor: _____

Highest Level of Education Attained:

High School/GED _____ Some College (2 years or less) _____

College Graduate _____ (A.A., B.S., M.S., other) Technical/Vocational Education _____

Need GED _____

Demographics

Race: White _____ Black _____ Hispanic _____ Asian _____ Native American _____ Other _____

Sex: Male _____ Female _____

Veteran Status: Yes _____ No _____ If yes, military branch _____

How long have you been a participant in the On-the-Job Training Program?

New hire _____ Start date _____ Upgrade (for existing trainees only) _____

Upgrade participants: Former classification: _____ New classification: _____

Are you: a Trainee? _____ an Apprentice _____?

If an apprentice, please indicate your union local and union representative's contact information:

Union representative contact: _____

How were you recruited for this program?

Community-Based Program _____ DC Department of Employment Services
Project Empowerment _____
DDOT Website _____ Friend's referral _____
DDOT Orientation _____ CSOSA _____
Building Futures _____ Prime Contractor/Subcontractor recruitment _____

What is your present classification?

Bridge Laborer _____ Form Setter _____
Carpenter _____ Iron Worker Reinforcing – Bridge/Highway _____
Carpenter – Bridge/Highway _____ Iron Worker – Structural _____
Concrete Finisher _____ Laborer I & II _____
Cement Mason _____ Painter – Steel Bridge _____
Construction Worker I Bridge _____ Piledriver _____
Electrician Technician _____ Pipe Layer _____
Equipment Maintenance Technician _____ Plumber _____
Equipment Operator _____ Stone Mason _____
Operating Engineer _____ Traffic Control _____
Other _____

Has the On-the-Job Training Program been explained to you by your company's Human Resource Office Representative? Yes ___ No ___

If yes, by whom? _____ When? _____

Starting rate of pay: \$ _____ per/hour

Did your company's Human Resource Office Representative explain your rate of pay to you?

Yes ___ No ___

Do you completely understand how your wage rate is determined? Yes ___ No ___

Do you completely understand when you will receive your next rate increase? Yes ___ No ___

Do you know how many training hours are needed to receive your next rate increase? Y/N ___

Do you know how many training hours are needed to receive journeyman status? Yes ___ No ___

Do you know how many hours you have earned to date? Yes ___ No ___

Do you know the name of your company's EEO Officer and the complaint procedures for the company?

Yes ___ No ___

Has anyone informed you of the location of the project bulletin board? Yes ___ No ___

Who is your Foreman? _____

What types of tools or equipment do you or will you use during training? _____

What types of training and/or certifications do you have?

10-Hour OSHA _____ 30-Hour OSHA _____
Flagging certification _____ First Aid/CPR _____
Conversational Spanish/English _____ Other: _____

How did you obtain the training/certification?

DDOT Training _____ Contractor Training _____
Community-Based Organization Training _____ Other _____

Do you feel that you should be trained for another job? Yes _____ No _____

Which job? _____ Why? _____

WORK ENVIRONMENT

Are you a minority or a woman in a group of workers (a crew, division or team of employees)?
Yes ___ No ___

Have you worked in this job classification with full pay prior to entering into the OJT Program?
Yes ___ No ___

Have you ever experienced sexual harassment, discrimination, or mistreatment on the job?
Yes ___ No ___ If so, how did you handle it? _____

OTHER SUPPORTIVE SERVICES NEEDS:

- a. GED assistance _____
- b. Housing _____
- c. Child care _____
- d. Learner's/Driver's license _____
- e. Car share/Car pool info _____
- f. CDL training _____
- g. Computer software training _____

Any complaints concerning the training you are receiving? Yes _____ No _____

If so, please explain: _____

Please specify any additional training needs/goals: _____

Additional comments:

Trainee Signature _____

ATTACHMENT B

Recruitment Strategies

**DEPARTMENT OF TRANSPORTATION
OFFICE OF CIVIL RIGHTS**



**ON-THE-JOB TRAINING PROGRAM
RECRUITMENT STRATEGIES**

The contractor should:

- Select a minority, woman or disadvantaged person with a good work ethic and a strong desire to work in highway construction; and
- Select a craft classification that meets the needs of the project, will be in use for a reasonable duration, and meets the interests of the trainee.

While DDOT strongly encourages contractors to manage their own recruitment efforts, we can assist by providing contact information for agencies and community-based organizations that serve targeted constituents. We also maintain a pool of eligible applicants for referral. Additionally, DDOT partners with the Department of Employment Services and others to provide referrals to contractors.

Expanding existing recruitment activities to attract qualified candidates for On-the-Job Training positions enhances a company's recruitment efforts for its entire workforce. The recruitment effort should start by *addressing the barriers to hiring* minorities, women, and disadvantaged in the construction industry. Potential recruits may:

- Lack awareness of employment opportunities in the construction industry
- Lack familiarity with construction site hiring practices
- View employment in the construction industry as a "temporary" job
- Be apprehensive about the construction site social environment (fear of being unwanted on the job site)
- Have knowledge, skills, abilities and experiences that do not seem directly comparable to qualifying experiences for training in construction job classifications (but may be transferable) and
- Encounter structural Title VII discrimination practices in the hiring process.

The **first element** in a successful recruitment effort is to make a *job description* specific, concise, and complete. A clear job description demystifies the skills and aptitude needed, encourages applicants, and instructs them on how to apply. Since these are training positions, companies should *stress transferable skills or aptitudes* in comparable qualifying experiences or craft areas that are needed or desirable rather than merely indicating the kinds of work to be done or equipment to be used.

The **second element** in a successful recruitment effort is the *widespread distribution* of any vacancy announcement and an outreach effort *appropriately targeted* to reach women, minority, and disadvantaged persons. Recommended recruiting approaches include:

- Placing job advertisements in media serving women, minorities, and disadvantaged persons;
- Mailing job announcements to organizations serving women, minorities, and disadvantaged persons, such as Building Futures for the Construction Trades, the DC Department of Employment Services Project Empowerment, DC Department of Youth and Rehabilitative Services, Potomac Job Corps, DC Housing Authority, Court Supervision and Offender Services Administration (CSOSA), Ward 8 Workforce Development Council, Goodwill Industries, LaCasa, Latin American Youth Organization, Sasha Bruce YouthBuild, University of the District of Columbia, Community College of the District of Columbia Workforce Development and Lifelong Learning, and other social service organizations;
- Conducting educational and informational workshops about construction work at community-based agencies serving women, minority, and disadvantaged persons;
- Announcing job openings on government and public access television programs and web sites that reach women, minority, and disadvantaged persons;
- Visiting high schools, community colleges, colleges, university, and other institution and attending career fairs where there are significant women, minority, and disadvantaged persons; and
- Encouraging current minority and female employees to recruit other minority persons and women.

Contractors experiencing difficulty in locating candidates to fulfill the training requirement specified in their contracts must produce documentation demonstrating that every good faith effort has been made to locate and enroll minority or woman trainees, to the extent that such persons are available within a reasonable area of recruitment. Such efforts include contacting DDOT for recruiting assistance.

While it is the contractor's prerogative to select who will be hired, recalled, rehired, or requested, it is also the contractor's *responsibility* to ensure equal employment opportunity for minorities and women. A pro-active recruitment approach increases chances of successfully achieving recruitment goals for women, minority, and disadvantaged person on federal aid projects. This requirement is not intended to discriminate against any applicant for training, whether a member of the minority group or not. If all documented good faith efforts to locate a minority or woman trainee have been exhausted, training requirements may be filled with any qualified applicant.

Union Contractors:

If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use his/her best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees. Actions by the contractor either directly or through a contractor's association acting as agent will include the procedures set forth below:

- a. The contractor will use best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members and women for membership in the unions and increasing the skills of minority group employees and women so that they may qualify for higher paying employment.
- b. The contractor will use best efforts to incorporate an equal employment opportunity clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, or national origin.
- c. The contractor is to obtain information as to the referral practices and policies of the labor union, except to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor; the contractor shall so certify to the State highway department and shall set forth what efforts have been made to obtain such information.
- d. In the event the union is unable to provide the contractor with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, or national origin; making full efforts to obtain qualified and/or qualifiable minority group persons and women. (The U.S. Department of Labor has held that it shall be no excuse that the union with which the contractor has a collective bargaining agreement providing for exclusive referral failed to refer minority employees.) In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the State highway agency.

ATTACHMENT C

Training Special Provision
“Specific Equal Employment Opportunity Responsibilities,”
as per 23 U.S.C. 140(a).

Title VII of the Civil Rights Act of 1964
Equal Employment Opportunities, Training Programs
42 U.S.C. § 2000e-2(d).

APPENDIX B TO SUBPART A OF PART 230 — TRAINING SPECIAL PROVISIONS

This Training Special Provision supersedes subparagraph 7b of the Special Provision entitled “Specific Equal Employment Opportunity Responsibilities,” (Attachment 1), and is in implementation of 23 U.S.C. 140(a). As part of the contractor’s equal employment opportunity affirmative action program training shall be provided as follows:

The contractor shall provide on-the-job training aimed at developing full journeymen in the type of trade or job classification involved. The number of trainees to be trained under the special provisions will be xxx (amount to be filled in by State highway department). In the event that a contractor subcontracts a portion of the contract work, he shall determine how many, if any, of the trainees are to be trained by the subcontractor, provided, however, that the contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The contractor shall also insure that this special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training. The number of trainees shall be distributed among the work classifications on the basis of the contractor’s needs and the availability of journeymen in the various classifications within a reasonable area of recruitment. Prior to commencing construction, the contractor shall submit to the State highway agency for approval the number of trainees to be trained in each selected classification and training program to be used.

Furthermore, the contractor shall specify the starting time for training in each of the classifications. The contractor will be credited for each trainee employed by him on the contract work who is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees as provided hereinafter. Training and upgrading of minorities and women toward journeymen status is a primary objective of this Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps that he has taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with this Training Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

No employee shall be employed as a trainee in any classification in which he has successfully completed a training course leading to journeyman status or in which he has been employed as a journeyman. The contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used the contractor’s records should document the findings in each case. The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by the State highway agency and the Federal Highway Administration. The State highway agency and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyman status in the classification concerned by the end of the training period. Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U.S. Department of Labor,

Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.

Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

Except as otherwise noted below, the contractor will be reimbursed 80 cents per hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other does not specifically prohibit the contractor from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the contractor where he does one or more of the following and the trainees are concurrently employed on a Federal-aid project; contributes to the cost of the training, provides the instruction to the trainee or pays the trainee's wages during the offsite training period.

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

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision. The contractor shall furnish the trainee a copy of the program he will follow in providing the training. The contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed. The contractor will provide for the maintenance of records and furnish periodic reports documenting his performance under this Training Special Provision.

[40 FR 28053, July 3, 1975. Correctly re-designated at 46 FR 21156, Apr. 9, 1981]

Title VII of the Civil Rights Act of 1964 - CRA - Title VII - Equal Employment Opportunities

42 U.S.C. § 2000e-2(d).

(d) Training programs

It shall be an unlawful employment practice for any employer, labor organization, or joint labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs to discriminate against any individual because of his race, color, religion, sex, or national origin in admission to, or employment in, any program established to provide apprenticeship or other training.