

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

On-the-Job-Training Program Manual



DEVELOPED BY

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
OFFICE OF CIVIL RIGHTS

Table of Contents

Contents	Page
○ Policies which Established the On-the-Job Training (OJT).....	1
○ Program Mission and Objectives.....	2
○ General Program Summary for Contractors.....	4
○ MDOT Program Administration Responsibilities.....	5
○ Contractor Responsibilities.....	8
○ OJT Construction Classifications:	
○ Table of Contents for OJT Construction Classifications.....	13
○ OJT Construction Classifications.....	15 - 79
○ Exhibits (Documents used to assist in administering the OJT Program)	
○ Exhibit 1 – Trainee Schedule Form	
○ Exhibit 2 – Trainee Enrollment Form	
○ Exhibit 3 – Trainee Monthly Report	
○ Exhibit 4 – Trainee Termination Form	
○ Exhibit 5 – OJT Interview Form	
○ Exhibit 6 – OJT Enrollment Summary	
○ Exhibit 7 – Certificate of Training	
○ Exhibit 8 – Federal-Aid Highway Construction Contractors Annual EEO Report	
○ Exhibit 9 – Required Contract Provisions Federal-Aid Construction Contracts	
○ Exhibit 10 – Definitions	

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

The Federal Highway Administration (FHWA) as directed by 23 Code of Federal Regulation (CFR) requires all State Transportation Agencies (STA) to create and utilize On-the-Job Training (OJT) on federally assisted highway construction projects. This directive was derived from the legislative acts of 23 United States Code (U.S.C.) 140 (a) – Federal Highway Act of 1968 (OJT Program) and 23 U.S.C. 140 (b) – Federal–Aid Highway Act of 1970 (OJT Supportive Services Program).

In accordance with 23 CFR Subpart a, Section 230.107 paragraphs “a” and “b”, the FHWA has established policies which require equal employment on all direct Federal and Federal–Aid highway construction contracts. The following statements are cited in paragraphs “a” and “b” of Section 230.107. They provide a basis for the establishment of STA On-the-Job Training Programs.

- a) Direct Federal and Federal–Aid highway construction projects – It is the policy of the FHWA to require that all direct Federal and Federal aid construction contracts include the same specific equal employment opportunity requirements. It is also the policy to require that all direct Federal and Federal aid highway construction subcontracts of \$10,000.00 or more (not including contracts for supplying materials) include the same requirements.
- b) Federal-Aid highway construction projects – It is the policy of the FHWA to require full utilization of all available training and skill improvement opportunities to assure increased participation of minority groups and disadvantaged persons in all phases of the highway construction industry. Moreover, it is policy of the FHWA to encourage the provision of supportive services which will increase the effectiveness of approved on-the-job training programs conducted in connection with Federal–Aid highway construction projects.

Program Mission and Objectives

The MDOT On-the-Job Training (OJT) Program has established a mission statement based on ensuring that training is accomplished on federally assisted highway construction projects in accordance with Training Special Provision No. 906-7. To achieve the aforementioned mission statement the following objectives have been established.

The OJT Program has three objectives:

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

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

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

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

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

MDOT has delegated responsibility for implementing the Equal Employment Opportunity Program to the Office of Civil Rights. This responsibility covers all Civil Rights functions for the Agency.

General Program Summary for Contractors

1. The contractor can select and utilize approved classifications within this OJT Manual to complete their OJT Plan or commitment for providing training on federal-aid projects.
2. The contractor may request to use additional classifications which are not currently listed in the OJT Manual.
3. The contractor recruits, selects, and monitors trainees.
4. The contractor should submit to MDOT for approval the OJT Plan or commitment in terms of the number of trainees to be trained for each selected classification and the training programs to be utilized.
5. The contractor is expected to begin training trainees on a project as soon as feasible after the start of work utilizing the job classification involved. As soon as possible is interpreted as approximately 10 percent of the work utilizing the job classifications intended for training. After training has started, the contractor should strive to provide counseling and monitoring efforts to retain and successfully train employees.
6. Current employees enrolled in the training program will continue to receive no less than the wages being paid at the time of enrollment. If these wages are more than the amount specified for an increase when the percentage of training is reached, it is recommended that an increase be provided commensurate to the wage structure with the trainees' ability, and progress at that point in the program.
7. The contractor will keep such records as necessary to determine compliance with contractor's training obligations i.e. certified payrolls, MDOT Trainee Enrollment, Trainee Monthly Report, and Trainee Termination Report.
8. The hours of training for a classification are outlined in the section entitled "OJT Construction Classification". Contractors can graduate a trainee early provided that the trainee can demonstrate a proficiency in the operation of a tool or equipment item and if requested by MDOT, provide a letter attesting to the trainee's skill level. Contractors will pay the graduate full scale and rely upon him/her to do the necessary work of a skilled man/woman performing assigned duties on the project with specific equipment.
9. The contractor's records should contain clear explanations of deviations from the training hours outlined in the OJT Construction Classification section.

MDOT Program Administration Responsibilities

1. Assign training hours to federal-aid projects based on 23 CFR Chapter 230.111 (c) which are realistic and attainable. The assignment process of OJT Hours to federal aid projects may pertain to but not necessarily be limited to the following factors:
 - a. Duration of the contract
 - b. Dollar value of the contract
 - c. Geographic location
 - d. Type of work

The MDOT Office of Civil Rights with assistance from MDOT Construction Division and any other appropriate divisions utilizing the preceding factors to assign a specific number of OJT Hours to a federal- aid project.

2. Approve initial OJT Plans and revised OJT Plans as submitted by contractors which are reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeymen status in the classifications concerned by the end of the training period.
3. Ensure that the number of training hours specified in the training program is consistent with the project's duration and sufficiently long enough for the trainee to obtain journeyman level status.
4. Review reporting documents and employee payrolls to ensure that procedures i.e. trainee enrollment/time reports, interview forms, contract provisions, etc. are established to monitor trainee progress on a project and to ensure proper payments to trainees.
5. Conduct periodic compliance reviews with division and project work sites to view placement of required EEO information i.e. project bulletin boards, interview trainees to gauge their progress within a training program and confer with division personnel and contractors on issues relating to the administration of the OJT program.
6. Ensure that contractors are be paid for all adequately documented training performed on a project by project basis. Progress training payment will be made on the monthly estimate for each trainee. Payment will be made at the rate of \$5.00 per hour trained.
7. Communicate On-the-Job Training procedures and guidelines to Contractors and assist them with their efforts to adhere to said procedures and guidelines.
8. Conduct Trainee interviews. The trainee interview form (*See Exhibit 5*) is utilized to conduct interviews in the following manner. The Office of Civil Rights OJT Coordinator will schedule and conduct at least one (1) interview at the beginning of work activity for each OJT trainee assigned to federal-aid project with Training Special Provision requirements utilizing the approved interview form. In conducting the trainee interviews, the OJT Coordinator should ensure that:
 - a. The trainee understands the questions on the interview form. The trainee has been briefed

by supervisor on the EEO policies for his/her company (*see section entitled Contractor Responsibilities*).

- b. The trainee has knowledge of their job classification and training program requirements and are in fact receiving training. The trainee knows that training hours involve sufficient hours and that they are advancing their capability toward journeyman's level.
 - c. The trainee has been briefed by his/her supervisor or trainer on the training program and has been given a copy of his/her training program (*see section entitled Contractor Responsibilities*).
 - d. The trainee has been briefed on the wage rates applicable to his/her training program (*see section entitled Contractor Responsibilities*).
 - e. After the interview is finished, have the trainee sign in the designated area.
 - f. If alleged problems are indicated in the trainee's responses, the applicable areas in the bottom section on the interview form are completed.
 - g. In addition to the trainee signature, OJT Coordinator/designated representative should sign, date the interview form and maintain a copy in Project Files.
9. The Office of Civil Rights shall be notified immediately upon detection of possible discriminatory practices. The Office of Civil Rights will ensure through coordinated efforts with Project Engineer/Designated Representative that an investigation is promptly initiated. The Office of Civil Rights will contact the respective trainee and other individuals involved with the alleged discriminatory practice. A report should be compiled once the investigation is complete, detailing the incident, individuals involved, project number, contractor and disposition. The final report should be forwarded to the central office for final recommendations.
10. Initiating and maintaining training activity on a federal aid project:
- a. Contractors shall start working a trainee by the date listed on the trainee schedule form. Project Engineers will inspect projects at this phase to ascertain if training has been initiated. If not, the project engineer will request at that time from the contractor a written explanation as to when training will begin. This written explanation along with any project personnel comments will be forwarded to the Office of Civil Rights within five (5) days of receipt by the Project Engineer for final evaluation and approval/disapproval. If approved, the contractor will be expected to adhere to statements made in the explanation letter.
 - b. If the explanation is disapproved the contractor will be scheduled for a Contract Compliance Review to determine his compliance with the Training Special Provision.
11. Ensure that the division /project engineer include OJT information as a part of the official contract file. These files should contain:

- a. OJT Commitment (approvals) from Contractor
 - b. Approved Revisions to the initial OJT Commitment
 - c. Trainee Enrollment Reports, Monthly Reports, & Termination Reports
 - d. Completed Trainee Interviews and Reports
 - e. Contractor Request for Additional Classification (s)
 - f. Files should be retained for three years following the completion of work on the project.
12. Submit to Federal Highway Administration (FHWA) a report during the month of December which cites by classification, race and sex, the number of individuals initially enrolled and graduated from the OJT Program as well as any other information deemed appropriate by FHWA (*See Exhibit 6*).

Contractor Responsibilities:

1. Provide On-the-Job Training aimed at developing full journeymen in the type of trade or job classification involved. Accordingly, the contractor shall make every effort to enroll minority, disadvantaged and women trainees (e.g., conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment.
2. Contractors are expected to fulfill their obligations under the Training Special Provisions (*See Exhibit 11*). Those obligations will be considered fulfilled if contractors have provided acceptable training to the number of trainees specified in the OJT Plan.
3. Upon deciding to sub-contract out a portion of the contract work, determine how many, if any, of the trainees are to be trained by the sub-contractor. The contractor however, shall retain the primary responsibility for meeting the training requirements imposed by the training special provision. Additionally, the contractor will ensure that the Training Special Provision is made applicable to each sub-contract. Training and upgrading of minorities and women toward journeymen status is a primary objective of the Training Special Provision.
4. Prior to commencing construction (no more than 60 days from the date of notice to proceed), the contractor shall submit to the State Transportation Agency (MDOT) for approval the Trainee Schedule Form indicating the number of trainees to be trained in each selected classification and any appropriate attachments representing their training program or OJT Plan (*See Exhibit 1*) to be used. The contractor shall also submit Trainee Enrollment Forms for each trainee to be trained (*See Exhibit 2*). Contractors should submit the above-mentioned forms as their OJT Plan to the Project Engineer who will in turn forward on to the Office of Civil Rights for Approval.
5. Designate and make known at the preconstruction conference to the Office of Civil Rights and the Project Engineer the name of the company **Equal Employment Officer (EEO Officer)/Designated Representative** who will have the responsibility for and must be capable of effectively administering and promoting an active contractor program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so. These individuals should have the authority to sign monthly trainee enrollment/time reports.
6. **Implement the EEO policy** and contractual responsibilities to provide equal employment opportunity in each grade and classification of employment. To assure that the preceding policy is adhered to, the following actions will be taken as a minimum:
 - a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six (6) months.

- b. Ensure that supervisors brief all employees which includes trainees on company EEO Policies.
7. Utilize the following procedures to request additional training classifications not presently approved by the STA or Department of Labor Office of Apprenticeship for assignment to the OJT for training.
- a. Initially, for a “trainee” to be trained, there must be a “journeyman” on the project site to train the employee. The “trainer” can be a supervisor, foreman or another employee in the “trainee classification” who already is a “journeyman.”
 - b. If a classification is not on the “Wage Determination” included in the contract, a written request for an additional classification should be submitted by the contractor to the Project Engineer.
 - c. Preferably, the request (written) should originate in the Project Office so that they will know that the contractor has applied for the needed classification and that payrolls will not be delayed. The Project Office will ensure that they have been given the project number, contractor, subcontractor, craft and rate and will submit to the Office of Civil Rights.

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

- d. After receipt of the Request for Additional Classification, the OJT Coordinator will:
 - 1. Review for preliminary approval and submit a new Trainee Schedule Form to the contractor for signature.
 - 2. Upon receipt of the signed form from the Project Office/Contractor, a cover letter is attached to the appropriate documentation. The cover letter and documentation are transmitted to Department of Labor (DOL) in Washington D.C. requesting concurrence of the new classification.
- e. If an individual (trainee) is hired for the requested classification during the time frame when the STA (OJT Coordinator) is awaiting approval, the individual will be paid at the proposed wage rate.

- f. If the DOL does not agree with the proposed classification and wage rate, the DOL will make a determination on the appropriate wage rate for the classification. The OJT Coordinator will make a copy of the letter and attach a cover letter which cites the recommendation and rationale for the disapproval.
 - g. If the DOL approves the request, a letter will be sent to the STA (OJT Coordinator) citing approval and the accompanying wage rate. The OJT Coordinator will make a copy of the approval letter and attach a cover letter which cites the approval of the classification and wage rate. This letter is sent to the Contractor and all “paper copies” listed at the end of the cover letter.
8. Begin training as soon as possible after the start date indicated on the Trainee Schedule Form for work utilizing the skill involved. In addition, if training does not begin at the preceding time, a written explanation will be given to Project Engineer citing the rationale and time frame when training will commence on the project. The trainee should be briefed (furnished a copy) at this juncture on the training program for which he/she has started to ensure understanding of the phases of work and wage rates within each section of the program.
 9. After commencement of work at the project site, the Contractor shall implement the following **Trainee Wage Rates** according to the Davis Bacon rules:
 - a. Normally, trainees are paid a percentage of journeyman’s wages (Davis Bacon rates). The following payment plan is required in the FHWA Training Special Provision;
 - b. Sixty percent (60%) of the journeyman’s wages for the first half of the training period;
 - c. Seventy-five percent (75%) of the journeyman’s wages for the third quarter of the training period; and
 - d. Ninety percent (90%) of the journeyman’s wages for the last quarter of the training period.
 10. Indicate on the payroll records the trainer i.e. roller operator trainer for a given classification
 11. Recruit a replacement for the trainee when training obligations have not been met on a project provided that there are enough work hours remaining on the project as well as time within the work phase to complete training. Contractors will document in writing all Good Faith Efforts (GFE) in accordance with FHWA Form 1273 Section II 4a- 4e Recruitment and 6a-6d Training and Promotions) (*See Exhibit 9*). The contractor must submit to Project Engineer documentation of his GFE efforts made to hire replacements for trainees who terminated their training program. The GFE will be compiled into a letter which is attached to the MDOT Monthly Training Report and submitted to the along with an MDOT Termination Report (*See Exhibit 4*) that includes the names/reasons of individuals who separated from the company during the respective reporting period. The GFE will be evaluated to determine if it is sufficient or insufficient. The Project Engineer will forward documentation to the Office of Civil Rights with five (5) days of receipt.

12. Transferring trainees from one federal-aid project to another:
 - a. Contractors are to make written requests for transferring trainees from one federal-aid project to another federal aid project and submit to the Project Engineer to be forwarded to the Office of Civil Rights for review and approval.
 - b. In addition, if trainees are approved for transfer, the gaining project must have the same training classification approved for that project. The contractor must provide documentation i.e. written letter that the gaining project will have sufficient work time to complete training requirements.
 - c. All hours trained by employees on a project other than their originally assigned project without the proper transfer approval will not be counted towards the OJT obligation for that project. If the OJT obligation is not met, the prime contractor will have to show good faith efforts in fulfilling this portion of the contract requirement.

13. **Utilize and Submit monthly trainee reports** (*See Exhibit 3*) to document training activities to the respective project engineer. Monthly training reports should be accurate, concise and include the following items:
 - a. Report Period (month) – the date at the top of the training report reflects the month and year the trainee received the training (not the date the report was completed by the contractor)
 - b. Project Number – project number on the certified payroll and training report should match
 - c. Contractor Name
 - d. County – self explanatory
 - e. Trainee Name
 - f. Job Classification/Hours Required – obtained from OJT Manual- certified payrolls and training reports should match
 - g. Hours required – obtained from OJT Manual should match the Job Classification h.
Date Training Started/Terminated – inserted by the contractor
 - i. Hours trained for the month – training performed this month on federal aid projects and inserted by a respective week ending date i.e. Sunday
 - j. Hours to date – all training annotated on report for previous and current month
 - k. Hours training remaining – subtraction of total training hours to date from training hours required
 - l. Trainee wage rate – contractor cite the appropriate wage rate for phase of training

- m. Original signatures and dates for respective training period citing trainee, trainer, and Company EEO Officer/Designated Representative
 - n. Every applicable field on the training report is completed
14. Monthly training reports intended for submission to the MDOT Central Office should cite activities illustrated in the individual training forms received from project personnel. Monthly Training Reports should be submitted to the Project Engineer within fifteen (15) days of the current month with data covering the previous month's activities. However, if monthly training reports are not submitted within this time frame, the Contractor will provide written explanation to the project engineer citing the reason for the delay. In addition, a copy of this documentation will be provided to the MDOT Office of Civil Rights within ten (10) days of receipt by the Project Engineer.
 15. Provide the trainee with a certification (*See Exhibit 7*) showing the type and length of training satisfactorily completed.
 16. Retain all EEO records i.e. employment breakdown by race and craft on a project, recruitment and hiring of minority and females for a period of three (3) years following the completion of contract work and shall be available at reasonable times and places for inspection by authorized representatives of the STA and the FHWA.
 17. Submit an annual report to the STA each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form PR 1391 (*See Exhibit 8*). Contractors are provided an annual notice for this reporting requirement.
 18. Periodically evaluate the effectiveness of their OJT Programs and trainees' progress within the training program. Based on these evaluations, forward comments/recommendations through the Project Engineer to Office of Civil Rights for improving or correcting deficiencies in the training program.

OJT CONSTRUCTION CLASSIFICATIONS

Table of Contents

AGGREGATE SPREADER OPERATOR.....	15
AIR COMPRESSOR OPERATOR	16
ASPHAT DISTIBUTOR OPERATOR.....	17
ASPHALT PAVING MACHINE OPERATOR.....	18
ASPHALT RAKER.....	19
ASPHALT ROLLER OPERATOR.....	20
AUTOMATIC SUBGADER OPERATOR	21
BACKHOE OPERATOR.....	22
BULLDOZER OPERATOR.....	23
CONCRETE PAVING MACHINE OPERATOR.....	24
CONCRETE PAVING FINISHING MACHINE OPERATOR	25
CONCRETE PAVING JOINT MACHINE OPERATOR.....	26
CONCRETE PAVING SAW OPERATOR.....	27
CONCRETE PAVING SPREADER OPERATOR.....	28
CONCRETE PAVER SUBGRADER OPERATOR	29
CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (LESS THAN 1-1/2 C.Y.)	30
CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (1-1/2 C.Y. AND OVER).....	31
CRANE OPERATOR (Dragline).....	32
DRILL OPERATOR.....	33
EQUIPMENT MAINTENANCE TECHNICIAN	34
FIREMAN.....	36
FORM BUILDER (STUCTURES).....	37
FORM SETTER	38
FRONT END LOADER OPERATOR.....	39
GRADE CHECKER.....	40
GUARD RAIL ERECTOR.....	41
HIGHWAY OR BRIDGE CARPENTER.....	42
HIGHWAY OR BRIDGE CONCRETE CARPENTER.....	43
HIGHWAY OR RIDGE IRONWORKER, REINFORCING	44
HIGHWAY OR BRIDGE IRONWORKER, REINFOCING FOREMAN	45
HIGHWAY OR BRIDGE IRONWORKER, STRUCTURAL	46

HIGHWAY OR BRIDGE PAINTER.....	47
INSTRUMENT PERSON	48
JOINT FILLER	49
JOINT SETTER.....	50
LANDSCAPE WORKER.....	51
LOADER OPERATOR (ALL TYPES).....	52
MASON STUCTURE	53
MATERIAL REMIXING DEVICE	54
MECHANIC (HEAVY EQUIPMENT).....	55
MILLING GROUNDWORKER	56
MILLING MACHINE OPERATOR.....	57
MIXER OPERATOR.....	58
MOTOR GRADER OPERATOR.....	59
MULCHER OPERATOR.....	60
OILER.....	61
PILE DRIVER OPERATOR.....	62
PILE DRIVING FORMAN.....	63
PIPE LAYER.....	64
POWDERMAN	65
POWER TOOL OPERATOR.....	66
PULVER-MIXER OPERATOR	67
PUMPCRETE OPERATOR.....	68
ROLLER OPERATOR (BANK COURSE/EMBANKMENT).....	69
SCRAPER-PAN OPERATOR.....	70
STABILIZER OPERATOR.....	71
STONE SPREADER OPERATOR.....	72
SUBGRADE MACHINE OPERATOR.....	73
TENDER OPERATOR	74
TRACTOR OPERATOR	75
TRAFFIC CONTROL SPECIALIST	76
TRENCHING MACHINE OPERATOR.....	77
TRUCK DRIVER.....	78
WELDER.....	79

AGGREGATE SPREADER OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates a machine for the spreading of gravel, stone, or other aggregates for surface treatment by adjusting hopper and strike off blade so that any material spread by spreader may be spread to specific depth. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

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

- I. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- II. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- III. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- IV. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation.....	50 Hours
A.	Safety Procedures	
B.	Observation of Machine in Operation	
C.	Starting, Stopping, and Manipulating Levers for Mowing	
D.	Equipment and Attachments	
II.	Care and Maintenance.....	35 Hours
A.	Safety Procedures	
B.	Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment.....	435 Hours
A.	Selection and Loading of Materials	
B.	Spreading of Stone or other Granular Material On Spreading Sub-base or Base	
Total		520 Hours

AIR COMPRESSOR OPERATOR

Approximate Training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

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

TRAINING BREAKDOWN

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

ASPHAT DISTIBUTOR OPERATOR

Approximate training time: 26 Weeks or 1040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

ASPHALT PAVING MACHINE OPERATOR

DOT NO. 853.663-010

Approximate training time: 26 weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

ASPHALT RAKER

Approximate training time: 13 weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	5 Hours
B.	Observation of Placement of Material	5 Hours
C.	Perform Duties of Asphalt Shoveler	35 Hours
II. Care and Maintenance		
A.	Safety Procedures	5 Hours
B.	Routine Fueling, Lubricating and Servicing	35 Hours
III. Actual Operation of Equipment		
A.	Safety Operating Procedures	4 Hours
B.	Adjustment of Screed to Regulate Width and Depth of Material	35 Hours
C.	Distribution of Material	395 Hours
Total		520 Hours

ASPHALT ROLLER OPERATOR

Approximate training time: 15 Weeks or 600 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

AUTOMATIC SUBGADER OPERATOR

Approximate training time: 18 weeks or 720 ours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

BACKHOE OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

BULLDOZER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

Operates a large tractor with a concave steel blade or push block mounted in front of the chassis. Equipment is used to level, distribute and push earth. This work is subject to strict inspection and must conform closely to specifications. This equipment may be used as a pusher to load earth carrying equipment. At times a ripper attachment is used for ripping the earth prior to loading the scraper. Regulates height to blade or push block from ground. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CONCRETE PAVING MACHINE OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CONCRETE PAVING FINISHING MACHINE OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CONCRETE PAVING JOINT MACHINE OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CONCRETE PAVING SAW OPERATOR

Approximate training time: 11 Weeks or 40 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CONCRETE PAVING SPREADER OPERATOR

DOT NO. 853.663-020

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CONCRETE PAVER SUBGRADER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (LESS THAN 1-

1/2 C.Y.)

DOT NO. 921.133-011

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

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

DOT NO. 921.133-010

Approximate training time: 52 Weeks or 2,080 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

CRANE OPERATOR (Dragline)

Approximate training time: 26 Weeks or 1040 Hours

JOB DESCRIPTION

Operates power-driven crane equipped with dragline bucket, suspended from boom by cable that is dragged toward crane to excavate or move sand, gravel, clay or other materials. Moves hand and foot levers to rotate crane and position boom above excavation point, to raise and lower boom, to lower bucket to material, to drag bucket toward crane to excavate or move material, to place bucket over unloading point, and to tilt bucket to release material. May oil, grease, or otherwise service and make necessary adjustments to equipment as required. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation	100 Hours
A.	Safety Procedures	
B.	Observation of Machine in Operation (as a Passenger)	
C.	Starting, Manipulating Levers for Mowing Equipment and Attachments	
II.	Care and Maintenance	300 Hours
A.	Safety Procedures	
B.	Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment	640 Hours
A.	Safe Operating Procedures	
B.	Trenching Operations for Pipelaying, etc.)	
C.	Excavation (for Structures, Footings, etc.)	
D.	Special Applications and Functions	
	Total	1,040 Hours

DRILL OPERATOR

DOT NO. 930.382-010

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

EQUIPMENT MAINTENANCE TECHNICIAN

DOT NO. 950.382-026

Approximate training time: 52 Weeks or 2,080 Hours

JOB DESCRIPTION

Assembles, sets up, adjusts, and maintains and repairs all types of construction equipment, such as internal combustion engines, air compressors, pumps, concrete mixers, heavy earth moving equipment, rock crushers, paving equipment. He may perform the duties of a welder in repair of equipment. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation

A.	Safety Procedures	5 Hours
B.	Observation of Various Equipment	10 Hours
C.	Understanding Basic Function and Preparation of Equipment	10 Hours
	Observation of Tools in Use	20 Hours

II. Care and Maintenance

A.	Understanding Company Purchase, Receipt, Storage and Issuance Procedures	10 Hours
B.	Learning Key Parts Required	20 Hours
C.	Understanding Use of Parts Catalog/Cost of Parts	15 Hours

III. Shop Functions

A.	Safety Procedures	5 Hours
B.	Tool Care, Storage and Transportation	20 Hours
C.	Lubrication – Oil, Air, and Fuel Filtration Grease Points and Capacities, Inspection Techniques to Direct Abnormal Condition	40 Hours
	Paint and Body Work	40 Hours
	Familiarization – Welding and Burning Equipment and Operation of Lathes, Saws, Shapers, Grinders, and Presses	145 Hours

**** CONTINUATION ****

IV. Engines and Power Trains		
A.	Safety Procedures	5 Hours
B.	Injector – Governor – The Operation and Service of Fuel Injector Pumps/Nozzles, and Engine Governors	120 Hours
C.	Water Cooled Engine Rebuild – Assist in the Complete Overhaul and Testing of Gas and Diesel Engines	200 Hours
	Transmissions and Rear Ends – Assist in the Complete Overhaul of the Various Mechanisms Used to Transfer Engine Horsepower to Tractive Effort	230 Hours
	Air Cooled Engines – Assist in the Complete Overhaul of the Various Air Cooled Engines and Their Applications	200 Hours
	Starters, Generators, and Voltage Regulations – Assist in the Complete Overhaul of the Various Starters, Generators, and Voltage Regulators	160 Hours
V. Preventive Maintenance		
A.	Safety Procedures	5 Hours
B.	Shop Procedures – Fixed Equipment	75 Hours
C.	Field Procedures – Fixed Equipment	75 Hours
D.	Shop Procedures – Mobile Equipment	75 Hours
E.	Field Procedures – Mobile Equipment	75 Hours
VI. Corrective Maintenance		
A.	Safety Procedures	5 Hours
B.	Shop Procedures – Fixed Equipment	75 Hours
C.	Field Procedures – Fixed Equipment	75 Hours
	Shop Procedures – Mobile Equipment	75 Hours
	Field Procedures – Mobile Equipment	75 Hours
VII. Applications of Training		
A.	Safety Procedures	5 Hours
B.	Orders, Receives, and Stores Tools and Equipment Under Supervision of Skilled Worker	10 Hours
C.	Draws, Arranges, and Transports Tools and Materials Under Supervision of Skilled Worker	20 Hours
	Participates in Equipment Preparation and Maintenance Under Supervision of Skilled Worker	80 Hours
	Uses Tools of Trade and Performs Related Duties	<u>100 Hours</u>
Total		2,080 Hours

FIREMAN

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

FORM BUILDER (STUCTURES)

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

FORM SETTER

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

- 1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- 3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- 4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

FRONT END LOADER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

- 1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- 3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- 4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

GRADE CHECKER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

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

TRAINING BREAKDOWN

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

GUARD RAIL ERECTOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Digs postholes with power driver auger. With post in upright position, pours concrete around base of posts for embedment. Aligns posts using line, verifies vertical alignment with plumb bob or spirit level; attaches fence rail supports to posts assuring the position and alignment of posts and rail is or required measurements and tolerances according to specifications. Paints guard rail. May perform other related duties.

WAGE STRUCTURE

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

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

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	5 Hours
B.	Observation of Procedures and Equipment in Operation	15 Hours
C.	Starting Machinery and Manipulating Equipment and Controls	20 Hours
II. Care and Maintenance		
A.	Safety Procedures	10 Hours
B.	Routine Fueling, Lubricating and Servicing	30 Hours
III. Actual functions of Guard Rail Erection		
A.	Safety Procedures	10 Hours
B.	Incidental Concrete Pouring and Post Setting	30 Hours
C.	Post Hole Digging and Post Driving Equipment Operation	270 Hours
D.	Guard Rail Attachment, Painting and Finishing	130 Hours
Total		520 Hours

HIGHWAY OR BRIDGE CARPENTER

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

- 1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- 3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- 4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

HIGHWAY OR BRIDGE CONCRETE CARPENTER

DOT NO. 853.381-010

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

HIGHWAY OR RIDGE IRONWORKER, REINFORCING

DOT NO. 801.684-026

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

HIGHWAY OR BRIDGE IRONWORKER, REINFORCING FOREMAN

DOT NO. 801.684-025

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

HIGHWAY OR BRIDGE IRONWORKER, STRUCTURAL

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

HIGHWAY OR BRIDGE PAINTER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

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

TRAINING BREAKDOWN

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

INSTRUMENT PERSON

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

Sets up, adjusts, and operates surveying instruments. Works from engineering plans to establish lines, points and grades for construction purposes; keeps engineering notes and records of data secured. Computes cross sections of work performed for cost or payment purposes. Has full supervision over and directs Rodman or Chair-man; and is responsible for accuracy of this field engineering work. Performs other related duties.

WAGE STRUCTURE

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

- 1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- 3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- 4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	10 Hours
B.	Work as Rodman or Chairman	50 Hours
C.	Observation of Instrument Man	40 Hours
II. Applied Techniques of the Trade		
A.	Use of the Rod	20 Hours
B.	Use of the Chain	20 Hours
C.	Use of Surveying Instrument	50 Hours
D.	Reading Plans to Establish Lines, Points, and Grades	50 Hours
E.	Compute Cross Sections	50 Hours
F.	Making Engineering Notes and Recording Data	50 Hours
III. Actual Operations		
A.	Use of Surveying Instrument to Establish Lines, Points, and Grades	340 Hours
B.	Direct Placement of Stakes	20 hours
C.	Supervise Rodman or Chairman	20 Hours
Total		720 Hours

JOINT FILLER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Fills expansion joints of concrete paving with hot tar or asphalt or cold rubber caulking compound. Heats tar or asphalt and pours melted substance into expansion joints of concrete pavement or applied cold rubber compound to joints, using caulking gun fed with compound through hose from tank or truck by compressed air. May clean, oil, grease or otherwise service and make necessary adjustments to machine as needed. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation	40 Hours
A.	Safety Procedures	
B.	Observation of Operation	
II.	Care and Maintenance.....	40 Hours
A.	Safety Procedures	
B.	Routine Cleaning of Tools	
III.	Actual Operation of Joint Filling.....	440 Hours
A.	Safe Operating Procedures	
B.	Heating Tar or Asphalt and Pouring Melted Material into expansion joints	
C.	Use of Caulking Gun and other Tools of Trade	
Total	520 Hours

JOINT SETTER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates machine for placing pre-molded joint material on concrete paving projects. Assists in transverse bar placement at center joints. Maintains materials for machine operation. May clean, oil, grease, or otherwise service and make necessary adjustments to machines as needed. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation	40 Hours
A.	Safety Procedures	
B.	Observation of Machine	
C.	Starting, Stopping, and Manipulating Levers for Moving Equipment and Attachments	
II.	Care and Maintenance.....	40 Hours
A.	Safety Procedures	
B.	Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment.....	440 Hours
A.	Safe Operating Procedures	
B.	Cutting Grooves for Expansion and Contraction Joints	
C.	Depressing Aggregate at Joint	
Total	520 Hours

LANDSCAPE WORKER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

- 1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- 3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- 4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

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

LOADER OPERATOR (ALL TYPES)

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates a rubber tired or crawler type tractor with an attached bucket on front end. Moves lever and/or pedals to pick up, lower and dump contents of bucket. Machine is used to load materials, excavate, charge batch plants, load trucks. May operate belt or screw type equipment. May oil, grease, and otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation	40 Hours
A.	Safety Procedures	
B.	Observation (as a passenger) of Machine in Operation	
C.	Starting and Manipulating Levers for Moving Equipment and Attachments	
II.	Care and Maintenance	40 Hours
A.	Safety Procedures	
B.	Routine Fueling, Lubricating, and Servicing	
III.	Actual Operation of Equipment	440 Hours
A.	Safe Operating Procedures	
B.	Loading Materials	
C.	Excavation	
D.	Charger Hoppers with Materials and Asphalt and Concrete Plants	
E.	Special Application	
Total	520 Hours

MASON STUCTURE

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

MATERIAL REMIXING DEVICE

DOT NO. (Material Transfer Vehicle Operator)

Approximate training time: 15 Weeks or 600 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

MECHANIC (HEAVY EQUIPMENT)

Approximate training time: 52 Weeks or 2,080 Hours

JOB DESCRIPTION

Maintains, repairs, and rebuilds to conform to factory specifications, construction equipment, such as internal combustion engines, lightning plants, pumps, air compressors, concrete vibrators, and pneumatic tools. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gages. Replaces defective engines and subassemblies, such as transmissions. Test overhauled equipment to insure operating efficiency. Welds broken parts and structural members. Directs workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation	45 Hours
A.	Safety Procedures	
B.	Observation of various equipment	
C.	Understanding Basic Function and Preparation of Equipment	
II.	Parts and Tools.....	45 Hours
A.	Understanding Company Purchase, Receipt, Storage and Issuance of Procedures	
B.	Learning key parts required	
C.	Understanding of use of Parts Catalog and Cost of Parts	
III.	Shop Function.....	250 Hours
A.	Safe Operating Procedure	
B.	Lubrication, Oil, Air and Fuel Filtration, Grease Points and Capacities, Inspection Techniques to Detect Abnormal Conditions	
C.	Tool Care, Storage, and Transportation Bituminous Liquid for Highway Surfacing Familiarization, Welding, and Burning Equipment and Operations of Lathes, Saws, Shapers Grinders and Presses	
Total	2,080 Hours

MILLING GROUNDWORKER

Approximate training time: 16 Weeks or 720 Hours

JOB DESCRIPTION

Makes adjustments by setting the depth of rotating cutters while machine is in operation. Services machine periodically throughout the day. More thorough servicing is performed at the beginning and at the end of each workday. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation	40 Hours
A.	Safety Procedures	
B.	Observation of Machine in Operation	
II.	Care and Maintenance.....	300 Hours
A.	Safety Procedures	
B.	Routine Adjusting, Lubricating, and Servicing	
III.	Actual Functions of Ground worker.....	380 Hours
A.	Safety Procedures	
B.	Setting of Cutters to Grade as Required	
Total	720 Hours

MILLING MACHINE OPERATOR

Approximate training time: 26 Weeks or 1040 Hours

JOB DESCRIPTION

Operator must have successfully completed milling ground worker program. Operates machine to remove existing pavement sections up to six feet, three inches wide and up to eight inches deep. Removes existing asphalt by rotating drums which loads materials on trucks. Performs other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I.	Orientation and Observation	60 Hours
A.	Safety Procedures	
B.	Observation of Machine (as a Passenger)	
II.	Care and Maintenance	400 Hours
A.	Safety Procedures	
B.	Routine Adjusting, Lubricating, and Servicing	
III.	Actual Operation of Equipment	580 Hours
A.	Safe Operating Procedures	
B.	Removal of Existing Pavement	
C.	Directing Ground Crew as Required	
Total	1,040 Hours

MIXER OPERATOR

Approximate training time: 26 weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

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

TRAINING BREAKDOWN

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

MOTOR GRADER OPERATOR

Approximate training time: 26weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

MULCHER OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

OILER

DOT NO. 699.687-018

Approximate training time: 13 weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

PILE DRIVER OPERATOR

Approximate training time: 26 weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

PILE DRIVING FORMAN

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

PIPE LAYER

Approximate training time: **13 Weeks or 520 Hours**

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

POWDERMAN

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

POWER TOOL OPERATOR

Approximate training time: 11 Weeks or 440 Hours

JOB DESCRIPTION

Operates jack hammer, vibrator, tamper, paving breaker, torque wrench, chain saw, etc., employing air, fuel, or current for power. Starts, stops, and services portable air compressor or portable fuel machine. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	5 Hours
B.	Observation of Jack Hammer, Vibrator, Tamper, Paving Breaker, Torque Wrench, and Chain Saw	20 Hours
II. Care and Maintenance		
A.	Safety Procedures	5 Hours
B.	Routine Lubricating, Oiling and Greasing	30 Hours
III. Actual Operation of Equipment		
A.	Small Power Tools (Jack Hammer, Vibrator, Tamper, Paving Breaker, Torque Wrench, Chain Saw, etc.)	330 Hours
B.	Other	<u>50 Hours</u>
Total		440 Hours

PULVER-MIXER OPERATOR

Approximate training time: 19 Weeks or 750 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

PUMPCRETE OPERATOR

Approximate training time: 19 weeks or 750 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

- 1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
- 2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
- 3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
- 4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

ROLLER OPERATOR (BANK COURSE/EMBANKMENT)

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

SCRAPER-PAN OPERATOR

DOT NO. 850.683-038

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	5 Hours
B.	Observation of Machine in Operation	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

STABILIZER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

STONE SPREADER OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates any self-propelled equipment on wheels or tracks, which spreads stone or other granular materials. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	5 Hours
B.	Observation of Machine in Operation	25 Hours
C.	Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments	20 Hours
II. Care and Maintenance		
A.	Safety Procedures	5 Hours
B.	Routine Fueling, Lubricating and Servicing	30 Hours
III. Actual Operation of Equipment		
A.	Selection and Loading of Materials	40 Hours
B.	Spreading of Stone or Other Granular Materials on Roadway Sub-Base or Base	395 Hours
Total		520 Hours

SUBGRADE MACHINE OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	10 Hours
B.	Observation of Machine in Operation	40 Hours
C.	Starting and Manipulating Levers for Moving Equipment and Attachments	40 Hours
II. Care and Maintenance		
A.	Safety Procedures	5 Hours
B.	Routine Fueling, Lubricating and Servicing	50 Hours
III. Actual Operation of Equipment		
A.	Safe Operating Procedures	5 Hours
B.	Understanding Grading Plan Requirements	100 Hours
C.	Observation of Fine Grading Operation	100 Hours
D.	Operation of Machine	690 Hours
Total		1,040 Hours

TENDER OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	5 Hours
B.	Observation of Dredge Tender in Operation	40 Hours
C.	Starting, Stopping and Manipulating Controls	40 Hours
II. Applied Techniques of the Tender Operator		
A.	Safety Procedures, including Emergency Signals and Drills	5 Hours
B.	Study and Learn "Rules of the Road" as Set Forth in U.S. Coast Guard Manual	50 Hours
C.	Care and Maintenance of Engine Clutch, Tail Shaft, and Stuffing Box	100 Hours
D.	Care and Maintenance of Lighting System and Bilge Pumps	100 Hours
E.	Routine Care and Maintenance of Overall Dredges, Tender, Decks, Cabins, Hatches, etc.	100 Hours
F.	Routine Fueling, Lubricating and Servicing	105 Hours
III. Actual Operation of Dredge Tender		
A.	Safe Operating Procedures	5 Hours
B.	Operation while Handling Pontoons	200 Hours
C.	Operation while Handling Barges	200 Hours
D.	Special Applications and Functions	90 Hours
Total		1,040 Hours

TRACTOR OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

TRAFFIC CONTROL SPECIALIST

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	10 Hours
B.	Learns and Fully Understands the Basic Functions and Requirements of the Position	20 Hours
C.	Becomes Familiar with Applicable Regulations and/or Policies. Learns and Understands Basic Functions and Requirements on the Position	20 Hours
II. Applied Techniques		
A.	Develops and Maintains Suitable Liaison with Project Superintendent, Project Engineer. Develops and Maintains Ways and Means of Controlling Traffic on a Daily Basis	150 Hours
B.	Sees that Adequate Supplies are On Hand to Meet Required Needs	20 Hours
C.	With Helper, Sees to the Proper Erection, Placement, etc., of required Traffic Control Materials on a Daily Basis. Also, Responsible for Removal of such Material at the end of the Work Day. Sees the Flag Persons are Properly Trained and Placed on the Job where they will be most effective	300 Hours
	Stays Abreast of any changes Which come about during the day and take necessary steps to effect Suitable Control Procedures	<u>570 Hours</u>
Total		1,040 Hours

TRENCHING MACHINE OPERATOR

Approximate training time: 26 weeks or 1,040 Hours

JOB DESCRIPTION

Operates wheel type trenching machine, roughly equivalent in size and horse power to an industrial farm tractor. Sets wheel and digs trench to grade. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation		
A.	Safety Procedures	10 Hours
B.	Observation of Machine in Operation	50 Hours
C.	Starting and Manipulating Levers for Moving Equipment and Attachments	40 Hours
II. Care and Maintenance		
A.	Safety Procedures	10 Hours
B.	Routine Fueling, Lubricating and Servicing	340 Hours
III. Actual Operation of Equipment		
A.	Safe Operating Procedures	10 Hours
B.	Excavation for Footings and Removal of Unsuitable Materials	200 Hours
C.	Loading and Unloading Materials	130 Hours
D.	Trenching for Pipe, etc	100 Hours
E.	Hoisting Materials	50 Hours
F.	Placement of Beams, Pipe, Girders, Piles, etc.	50 Hours
G.	Charge Hoppers with Materials on Asphalt and Concrete Plants	50 Hours
Total		1,040 Hours

TRUCK DRIVER

Approximate training time: **18 Weeks or 720 Hours**

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

WELDER

Approximate training time: 26 Weeks or 1,040 hours

JOB DESCRIPTION

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

WAGE STRUCTURE

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

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

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

State of Mississippi Department of Transportation Trainee Interview Form

Date: _____
Project Number: _____ County: _____
Contractor: _____
Project Engineer: _____

Answers Provided by Trainee

Trainee Name: _____
Address: _____

Race: White _____ Black _____ Hispanic _____ Asian _____ American Indian _____ Other _____
Sex: Male _____ Female _____ Age: _____

1. Have you performed work in the training classification that you are now presently enrolled?

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

Trainee Signature _____

To Be Answered by the Interviewer

Indicate the job classification for this trainee as shown on **certified payroll** for this project: _____
Week Ending _____ Rate of Pay: _____
If trainee answered "NO" to questions **10, 11, and 12**, ask them to explain and provide comments.

Additional Comments: _____

MDOT Employee Signature _____
Title _____

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

State of Mississippi Department of Transportation Trainee Interview Form

Date: _____

Project Number: _____ County: _____

Contractor: _____

Project Engineer: _____

Respuestas del Estudiante

Nombre del Estudiante: _____

Direccion: _____

Raza: Blanco _____ Negro _____ Hispano _____ Asiatico _____ Indigeno Americano _____ Otro _____

Sexo: Hombre _____ Mujer _____ Edad: _____

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

2. Cuanto tiempo ha trabajado para este constratista? _____
3. Cual fue su clasificacion cuando empezó? _____
4. Cuando empezo a trabajar en este proyecto? _____
5. Cual es su clasificacion de trabajo en este proyecto? _____
6. Salario por hora?: _____ Le han explicado su paga por hora como estudiante? _____
7. Como entro en el programa de entrenamiento?
Debido al Nuevo empleo? _____ Debido a unu Promocian? _____
8. Quien supervise, revisa, y aprueba su trabajo? _____
9. Que tipo de herramientas or maquinaria usa durante su entrenamiento? _____

10. Le han explicado el programa de entrenamiento que le contratista provee? _____
Cuando? _____ Quien le explico? _____
11. Conoce al representante de la oficina EEO y el procedimiento de la compania para hacer reclamos?

12. Le ha informado alguien del lugar en donde se haya el tablero de anuncios del proyecto? _____
13. Piensa usted que deberia de ser entrenado para otro trabajo? _____
Cual trabajo? _____ Por que? _____
14. Tien usted reclamos concerniente al entrenamiento que usted esta ahora recibiendo? _____
Si asi fuese, cuales son? _____

Firma Del Estudiante _____

To Be Answered by the Interviewer

Indicate the job classification for this trainee as shown on **certified payroll** for this project: _____

Week Ending _____ Rate of Pay: _____

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

Additional Comments: _____

MDOT Employee Signature _____

Title _____

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

**ttttfir tt
UJruuiug**

*This is to certify that _____ has
completed on-the-job training as _____ and that
training was provided in accordance with all current orders and requirements of the*

**Federal ffighway Administration
U.S. Department of Transportation**
through the approved training program of the

Mississippi Department of Transportation

Training was completed this _____ day of _____, 20 _____.

Attest

_____ Civil Rights Director Mississippi Department of Transportation	_____ OJT Coordinator Mississippi Department of Transportation
--	--

Definitions

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

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

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

Equal Employment Opportunity – is the absence of partiality or distinction in employment treatment and contractor selection, so the 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.

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, American Indians, Asian-Pacific Americans, and Sub- Subcontinent Asian and Pacific Americans.

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

Trainee – a person who is receiving on-the-job training.