

**Office of Equal  
Opportunity Employment**

**Program  
Manual**

**On-the-Job  
Training**



**OPERATOR**



**CARPENTER**



**ESTIMATOR**



**FOREMAN**



**MECHANIC**



**CONCRETE  
FINISHER**



**TRUCK  
DRIVER**



**ASPHALT  
RAKER**



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# PROGRAM OVERVIEW

The Georgia Department of Transportation’s On-the-Job Training (OJT) Program policies are written in accordance with Federal Regulation § 230.111, FHWA Office of Civil Rights Contractor Compliance Program guidelines, the Federal Contract Provision 1273, and GDOT Contract Specifications. Also considered in the program revision was the 2012 Contractors Annual EEO Report 1392, the September 2011 U.S. Government Accountability Office’s Report to the House of Representatives, and the Georgia Secretary of State rule 672-5-.15 Suspension or Revocation of Certificate of Qualification or Certificate of Registration

## Intent of the program

The primary objective of the OJT program is to train minorities, females and disadvantaged persons in highway construction classifications, by fostering equal training opportunities for minorities, females and disadvantaged individuals on highway construction projects that receive federal funds in accordance with federal code section 230.11.

The OJT program is a recruitment and advancement program. The Contractor should review their current work force needs and consider the cost of “New Hires” or “Upgrades” in the overall cost of their bid.

The training program is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. [23 CFR Part 230, Appendix B to Subpart A]

## *Who is Eligible to participate in the OJT?*

Women, Minorities, and Disadvantaged individuals employed by a Contractor on a federally funded contract. FHWA does not require that 100 percent of the trainees and apprentices on a project to be minority or women. However, Contractor Equal Employment Opportunity Affirmative Action Programs include on-the-job training aimed at fully qualifying trainees in the trade or job classification involved. Standard Specification 158 is in

**Assist in locating, qualifying, and increasing the skills of minorities and women.**

implementation of 23 USC 140(a). As a part of the Contractor’s Equal Employment Opportunity Affirmative Action Program, the contractor must provide training as specified in this specification.

Employment Data, collected from the 2012 Construction Contractors Annual EEO Report, indicates minorities and females are under utilized in certain areas. For this reason, contractors should demonstrate a systematic and direct recruitment effort to recruit females across all classifications, and minorities in areas of mechanics, welding, office engineers, foremen, and estimators. Good faith efforts must document the steps taken to recruit minorities and women for training to comply with this Specification. (See definition of “Good Faith Effort”).

If reasonable recruitment efforts fail to produce a viable minority or female to fill a trainee position, the contractor may submit a **Disadvantaged** nonminority individual for approval. See definition of “disadvantaged” and “reasonable efforts” on page 3 of this document. A denial into the program should not prevent a contractor from training any employee outside of the program.

## **Federal Contract Provision 1273- II.6 Training and Promotions.**

The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision

for training is provided under a contract, this subparagraph will be superseded as indicated in the special provision.

The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

## Annual OJT Goal Process

The Department is responsible for setting an annual training goal and submitting the recommended Goal to FHWA for approval. The proposed goal is based upon a review of the Department's future project advertisements. If the Goal is not met, the Department must provide an explanation to FHWA of why the goal was not attained.

The following information is provided to further understand future Goals and how they are applied to projects:

- 0 Trainee for any Design Estimate on Resurfacing Projects, Projects less than \$ 4,000,000.00 or project time estimates less than 1 year.
- 1 Trainee per \$4,000,000.00 of Design Estimate on General Construction (Widening and Resurfacing)
- 1 Trainee per \$4,000,000.00 of Design Estimate on Traffic Signal Projects/ATMS
- 1 Trainee per \$4,000,000.00 of Design Estimate on Cable Barrier/Guardrail
- 1 Trainee per \$5,000,000.00 of Design Estimate on Bridge Construction
- 1 Trainee per \$5,000,000.00 of Design Estimate on Concrete Rehabilitation Projects

Note: The goal is reviewed annually and adjusted. The Department may also adjust the formula during the year at the project level based on extenuating circumstances. Previous annual goals were based on a different set of parameters; therefore, the above formula may not be applicable to a particular contract depending on the Let year.

## GDOT's OJT Program is Project Specific

A project-specific OJT program assigns a trainee to a contractor for a specific Federal-aid project. Often times the trainee is unable to complete the OJT program on a specific project pending the number of hours assigned to the program. When the project is completed, the contractor has no obligation to keep the trainee. Therefore, the Department must ensure that contractors hire trainees early on in the project so that trainees are able to complete their training program".

[\[http://www.fhwa.dot.gov/resourcecenter/teams/civilrights/ojtfaqs.cfm\]](http://www.fhwa.dot.gov/resourcecenter/teams/civilrights/ojtfaqs.cfm).

The Department does not approve transfers of trainees between projects when there is a shortfall in training hours. However, circumstances leading up to the shortfall will be considered in a "good faith effort" to attain those hours.

## Selection of Trainees

Conduct systematic and direct recruitment **through public and private sources** likely to yield minority and women trainees. Recruit minorities and women within a reasonable area of recruitment. Demonstrate the steps taken to recruit minorities and women for training to comply with this Specification. [Std. Spec 158]

Trainees who work on any highway construction project financed in whole or in part by the federal government, and who are not properly enrolled in the program described above, will be deemed journey level workers and must be paid full Davis-Bacon Wages (journeyman).

Failure to comply with OJT requirements may result in withholding of progress payments and/or the assessment of damages.

“New Hire” / “Upgrade” defined:

- 1) A “New Hire” trainee is someone who had been employed by the firm for 6 months or less. This would include anyone who has been working for the firm for 6 months or less, as well as someone who has been hired specifically for the purpose of being a trainee on this project. The remaining trainees may be established unskilled employees training to be upgraded.

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

### Disadvantaged Defined

For the Purposes of GDOT On-the-Job Training Program only.

A “DISADVANTAGED” PERSON is a person who meets the following criteria:

- A person from a family whose total annual household income is below the limits listed at 125% of the current published Federal Poverty Level (FPL) in MPO counties, and 100% of the FPL in all other counties. As reported by the Georgia Dept of Community Health at <http://dch.georgia.gov/federal-poverty-guidelines-0>

MPO counties are defined by the Georgia Association of Metropolitan Planning Organization. <http://www.gampo.org/mpos.htm>

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## Program Criteria

### Recognized Training

Contractor’s **On-the-Job** Training provides training and improves skills of minorities, women, and disadvantaged persons so they have access and opportunity to skilled trade jobs and journey level positions in highway construction classifications. Once the trainee completes the contractor's program, s/he is considered a journey worker with that contractor.

The **Apprenticeship Program** is a nationwide program and is approved by the U.S. Department of Labor (DOL), Employment and Training Administration, Office of Apprenticeship or a

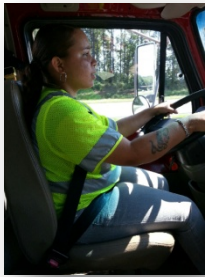
recognized State Apprenticeship Agency. Apprenticeship programs can be sponsored by individual employers, joint employers, labor groups, and/or employer associations. Trainees in an approved Apprenticeship program will be approved in the OJT program.

Completion of the contractor's training program does not supersede the overall training program requirements established by the USDOL/OA for each job classification or related craft. That is, contractors who choose to train a person in welding will not establish that trainee as a journey worker welder without the completion of a USDOL Registered Apprenticeship program.

## Adding a New Trainee Classification not already listed in the OJT Program Outline

A contractor may propose another skilled or semi-skilled craft training program for use in fulfilling its OJT requirements, based on its company workforce needs, by submitting a written request detailing the reason for the proposed training program. This request should be forwarded to the Office of Equal Employment Opportunity, through the Engineer, when the company submits its required, proposed training plan. A copy of the contractor designed training program must accompany the company's proposed training program and written request.

GDOT Office of Bidding Administration, Office of Construction and Equal Opportunity Office are involved in the determination for OJT training. The



Ga. Dept of Labor may be contacted if a particular job classification is not in the approved training manual.

Another resource of classification titles can be found at:  
<http://www.onetonline.org/>

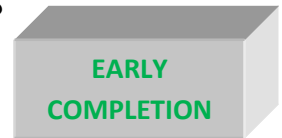
And for existing approved Apprenticeship programs visit:  
<http://www.doleta.gov/oa/>

## Change in Training Hours

The training of each trainee varies depending on the classification in which he or she is approved. The

actual training must be under supervision of an instructor-foreman, job superintendent, general superintendent, etc. The hours designated for each phase of each classification are the approximate hours needed for the trainee to complete his or her training period.

A trainee may be graduated early when the contractor's instructor determines that the trainee is capable of performing the full skills of the classification in which he or she is being trained. Training hours are estimates and need not be the exact number set forth for each phase of the classification. If a trainee can perform the skills of a phase of training after less hours of training than those listed, it is not necessary to continue to train him/her and record hours in that phase.



Equally, if additional hours beyond those specified are needed to develop adequate skills in a phase of training, those additional hours of training should be provided. In such event, the extra hours needed in one phase will not be considered to reduce or eliminate training in one or more phases of training specified.

In any event, the contractor must request Early Completion or Training Extension approval from the Office of EEO.

If a trainee is terminated for any reason, it is the Contractor's responsibility to notify the Department of the occurrence in writing within 10 business days. The Office of EEO may recommend the trainee to be replaced or may consider the issue toward a good faith effort determination.

## Good Faith Efforts

- I. Good Faith efforts in **recruiting minorities and females** may be established by contractors that have an approved Affirmative Action plan, and have passed the previous EEO Contract Provision FHWA 1273 (Executive Order 11246) Compliance Review. **Reasonable efforts** may be demonstrated by providing practical documentation:

Contractor actions that show reasonable efforts include but are not limited to the following:

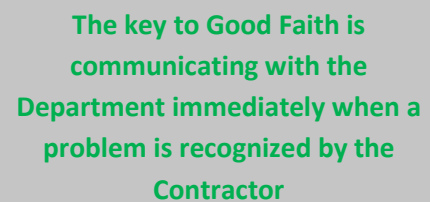
- Demonstrating that it reached out to community organizations, and used other channels to solicit minority or female workers to fill the training position.
- Reviewed its current workforce for potential upgrade, including all subcontractors.
- Interviewed minority or female applicants of which did not produce a viable employee.
- Etc, all circumstances will be considered, including current regional census data, EEO compliance review reports, and contractor's employment history.

**Practical documentation** may be any form of correspondence including but not limited to emails, letters, interview results, internal and external reports, etc.

- II. Good Faith Efforts at **contract completion** are considered when a shortfall is caused by circumstances beyond the contractor's control. Such as voluntary and involuntary dismissal of employed trainees, or when the scope of the project is not conducive to the amount of trainees set on the project.

Examples of a Good faith Effort at completion may be:

- A turning lane construction project valued at \$4 million dollars was awarded with 7,000 On the Job Training hours (7 trainees). And approximately 1 year between the Notice Proceed and Contract Completion Date. Prior to beginning work, the contractor requested a waiver of training hours citing the scope of the project was not conducive to the number of training hours set up on the contract. The request to waive the hours was subsequently denied. The company proceeded to train eight (8) employees through the training program, of which four (4) completed the program, and three (3) finished more than half of the required hours. Only one did not participate at all. All issues considered, the Department agreed the Contractor did present a Good Faith Effort toward meeting the requirements of the On-the-Job Training program.



The key to Good Faith is communicating with the Department immediately when a problem is recognized by the Contractor

Failure to show Good Faith Efforts in meeting the training requirements stipulated in the Contract may cause the Engineer to withhold payments, or limit the Contractor's ability to bid on future contract opportunities. [Rule 672-5-.15.1.]

The Department has a supportive services contract with Goodwill to help contractors find potential trainees. Trainees are prescreened, and many goodwill participants are willing to travel and transfer to other parts of the State.

## Contract Bid and Award

Prior to the bid submittal, if the Contractor believes the number of training hours estimated in the proposal cannot be met, the Contractor should contact the Office of Bidding Administration. The contractor shall outline the reason(s) for the request to change the OJT specifications.

If the Department does not adjust the hours for all bidders, the program requirements will apply and will be in full effect.

## Penalties and/or Sanctions

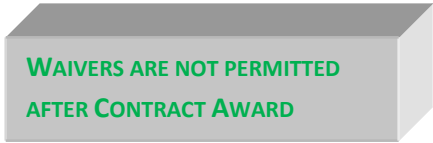
The Department reserves the right to enforce the contract within the allowance of the contract specifications and the Secretary of State rule 672-5-.15 Suspension or Revocation of Certificate of Qualification

or Certificate of Registration, (j) Failure to comply with any Federal regulations. If the contractor fails to meet the OJT requirements, such as shortage of training hours, “No payment shall be made to the contractor if either the failure to provide the required training or failure to hire the trainee as a journeyman is caused by the contractor and evidences a lack of good faith effort on the part of the contractor in meeting the requirements.” (23 CFR Part 230, Appendix B to Subpart A) However, there may be situations beyond the contractor's control whereby a trainee may not accrue the required hours indicated in the training program. In those cases, a contractor must request a **Good Faith Effort determination**. The contractor must provide a detailed explanation. The explanation must be reasonable and supported by facts. The key to good faith is communicating with the Department immediately when a problem is recognized by the Contractor.

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## On-the-Job Training after Contract Award (Steps to be taken)

A prime contractor cannot waive its OJT requirement. Under 23 CFR Part 230, Appendix A to Subpart A, the Special Provisions for Specific Equal Employment Opportunity Responsibilities specifies, “Each contractor and subcontractor shall take full advantage of training programs in the geographic area of the performance of the contract,” and Appendix B to Subpart A requires



**WAIVERS ARE NOT PERMITTED  
AFTER CONTRACT AWARD**

Georgia Department of Transportation Standard Specification 158 outlines the requirements of the program during construction. Although, the training program is administered by the Office of Equal Employment Opportunity, **the contractor should submit all documents through the GDOT Project or Area Engineer**. The Engineer approves training hour payments, confirms the trainee is shown on the payrolls, and is on the project in the capacity stated in the program. The Engineer must submit all Contractor requests as soon as possible to the Programs Manager in the Office of EEO, and maintain copies of all related correspondence in the Project Files.

## Program Approval Request (Step 1)

The Contractor should choose classifications based upon their company needs, and must submit a proposed training program to the Department within **30 days of the project's “Notice to proceed”**. The proposed program is merely the classifications anticipated to be trained, and may be revised at any time. Revisions to the program must be requested by the Contractor and approved by the Department. If the program is not submitted within 30 days after the NTP, all progress payments shall be withheld. [Std. Spec 158].



Pre-approved Classifications already have trainee hours established in this manual (Section *Training Program Outline*). The hours listed in the contract are divisible by 1000, which establishes the number of trainees required for the program. (1000 hrs= 1 trainee). The number of trainees is the “Goal”; the goal is not the estimated hours listed in the contract. Training hours are set by the program and individual classifications; therefore, the hours recommended by the OJT Program Manager will not equal the hours in the contract. The contractor may submit classifications not listed in the *Training Program Outline*. See section *Adding a New Trainee Classification* for instructions.

Proposed classifications that are not in the applicable **Davis Bacon Wage Decision** in the Contract must be added to the Contract by completing form SF 1444, and submitting it the Office of Construction for processing. The form can be downloaded through the US General Services Administration @ <http://www.gsa.gov/portal/forms/download/115906>.

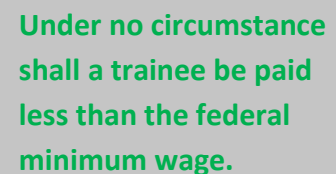
## Trainee Approval (Step 2)

1. The applicant must be a minimum of eighteen (18) years of age;
2. The applicant cannot be a current college student on a seasonal break from classes and use the OJT program as a summer employment opportunity; and
3. No applicant will be accepted as a trainee in any classification for which he/she has successfully completed a course leading to journey worker status or in which he/she has been gainfully employed.
4. A trainee may be an employee of any approved subcontract that has sufficient time on the project to accommodate the trainee’s program hours.

The Contractor must submit form FHWA 1409 for proposed trainees, and an acknowledgement letter signed by the trainee entering the program. All fields must be completed and signed by the Contractor’s representative and GDOT’s project field representative.

The Prime Contractor must maintain a record of time trained for each trainee in accordance with state and federal requirements. The Prime Contractor must report trainee progress on a semi-annual basis June 30th – December 31st on GDOT FHWA 1409 Form. All fields must be completed and signed by the Contractor’s representative and GDOT’s project field representative. If applicable, attach a copy of SF 1444 Additional Wage classification and supporting documentation that the Classification was previously submitted for processing. See Program Approval for guidance.

- 1) Current employees entered into training (upgrade) will continue to receive no less than the wages at the time of enrollment. If those wages are more than the amount specified for an increase when the percentage of training is reached, it is recommended that an increase commensurate with the trainee’s interest, ability and progress at that point in the program be provided
- 2) New Hires shall be paid in accordance with the contract. If the contract does not specify a trainee minimum wage, the employee shall not be paid less than 60% of the journey wage in the first half, 75% in the third quarter, and 90% in the fourth quarter of the classification program. All United States labor laws apply.
- 3) The hours of training are approximate. If the Contractor believes a trainee is capable of doing the skilled work in his or her classification at any time before the total hours in the training breakdown, the Trainee



**Under no circumstance shall a trainee be paid less than the federal minimum wage.**

may be graduated. The trainee must be paid the full scale and must be relied upon to do the work for which they were trained.

- 4) The contractor's records should contain clear explanations of deviation from the training hours set out in the Georgia OJT manual.

Step 1 and 2 can be combined if trainees are indentified prior to program approval request, but combining the steps does not do away with the **30-day time constraint** from the Notice to Proceed in Step 1.

**Note:** Nothing in this program prohibits a contractor from providing **off-site training on a temporary basis**, provided the work is meaningful to the OJT classification. When a contractor intends to transfer a trainee to another site for a short period of time, the hours trained offsite will be credited to the project on which the trainee has been approved. However, prior to any temporary off-site training, the contractor must submit a detailed training schedule and receive approval from the Office of EEO. The contractor will remain eligible for reimbursement, provided the OJT Program Manager has approved the training.

The Contractor receives reimbursement for off-site training only if trainees are concurrently employed on a Federal-aid project and the Contractor does one or more of the following [std. spec. 158]:

- Contributes to the cost of the training
- Provides instruction to the trainee or pays the trainee's wages during the off-site training

### Trainee Monitoring (Step 3)

GDOT construction project personnel responsible for making progress payments, confirm

- the trainee is on the project in the capacity as approved,
- is shown on the contractor's payroll as a trainee,
- and is paid the appropriate wage rate.

The Prime Contractor must submit OJT Form 1409 semi-annually to the GDOT Project Engineer. Form 1409 becomes part of the project records.

### Trainee Program Completion (Step 4)

When **the Contractor** providing the training determines that the trainee is capable of performing the full skills of the classification in which he or she is being trained, the contractor must request a completion certificate by submitting a signed final Form 1409 to the GDOT Project Engineer.

The **Engineer** must also sign form 1409 and forward to the OJT Program Manager. Signing form 1409 indicates that GDOT project management is in concurrence with the request from the contractor. Any disagreement to the request must be communicated to the OJT Program Manager.

The designated **OJT program manager** processes the completion requests, and notifies the Engineer once the review is complete. The Engineer will make final payment of actual hours incurred. Hours submitted by the contractor beyond the program are not reimbursed, unless previously approved by the OJT Program Manager. In the event of an Early Completion determination, only the hours accrued are paid.

The **Completion Certificates** are signed by the Commissioner, and forwarded to the Prime Contractor for dissemination to the individual trainee/s.

## Other Miscellaneous Items

### Line Item Payments

Progress payments made on item Code 158-1000 should be held until the Trainee has completed the full course, or has received an Early Completion approval from the OJT program manager.

### Transportation Enhancement Projects

Currently, OJT requirements do not apply to Local Administered projects, but is subject to change.

### E-Verify

Under Georgia Law many employers are required to use a federal program called E-Verify to confirm their newly hired employees are eligible to work in the United States. NOTE: Immigrants not authorized to work in the United States cannot be hired for contract labor. Employers can verify whether an employee's social security number is valid by calling the above number, or by visiting this Web site: <http://www.ssa.gov/employer/ssnv.htm>.

### Employee Lease Agreements

(FHWA 1273) USDOT 2000 memorandum states that employee lease arrangements are acceptable for Federal-aid projects if the leased employees are under the direct supervision and control of the contractor's superintendent and/or supervisor. Leased employees may be considered to be part of the prime's "own organization" if:

- The prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;
- The prime contractor remains responsible for the quality of the work of the leased employees;
- The prime contractor retains all power to accept or exclude individual employees from work on the project; and
- The prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

The key issue is supervision and control of any leased personnel. If the leased personnel are treated as employees of the prime contractor, and would be considered as such but for their actual employment by a leasing agency, then for purposes of 23 CFR Section 635.116(a), they should be considered employees of the prime contractor's organization.

For the purpose of Davis-Bacon compliance, the prime's agreement with the employee leasing firm must ensure compliance with minimum wage requirements. The prime is also responsible for providing the appropriate payroll information for all leased employees.

### Davis Bacon • Wage Rate Determination

Current classification wage determinations are provided in a project's proposal, identified by the County of which the project is located. If a classification is not listed in the proposal for the applicable county, an additional Wage Classification must be approved by the USDOL. Contractors' requests must be submitted to the GDOT Area

Engineer for processing through the Office of Construction. Note: additional classifications will not be approved for less than the lowest wage of any classification already in the determination.

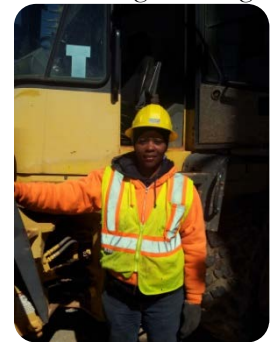
- USDOL website: <http://www.wdol.gov/dba.aspx#14> - 12 regions: Click: Georgia – all – highway – search or browse by state/territory or by selection criteria beginning with: State: Georgia – County: all – Construction type: - highway, WD number: GA1, search

## Trainee Recruitment Resources

### Supportive Services • Goodwill

This On-the-job Training/Supportive Services (OJT/SS) grant provides academic and occupational skills training to low-income women and minorities and places them in the highway construction industry at current wage earnings. The program will recruit 100 low-income women to attend Information Sessions to learn about Goodwill Industries Women In Highway Construction (GWIHC) program training opportunities.

- **New Choices Construction Training:** 404-728-8627  
Goodwill of North Georgia, Inc.  
1295 Columbia Drive  
Decatur, GA 30032



### Georgia Department of Labor

The Georgia Department of Labor (GDOL) operates a **statewide network** of electronically connected local Career Centers offering a wide range of services to both job seekers and employers. Employers will find assistance in recruiting new employees including a national job listing network, applicant screening, and space in the centers to conduct testing and employment interviews. Center locations, hours, and contact information may be found at [http://www.dol.state.ga.us/find\\_career\\_centers.htm](http://www.dol.state.ga.us/find_career_centers.htm). or call (404) 232-3540

### US Department of Veterans Affairs • The Special Employer Incentives (SEI) program

Tax credits and other incentives for employers to hire and train Veterans who are unemployed or have service-connected disabilities . Additional information can be found at <http://www.benefits.va.gov/VOW/foremployers.htm> or call VA at 1-800-827-1000.

### US & Georgia Department of Labor • Approved Apprenticeship programs

Apprenticeship programs can be sponsored by individual employers, joint employers, labor groups, and/or employer associations. Perhaps the most noticeable difference between On the Job Training and Apprenticeship program is

that upon completion of an apprenticeship, the worker receives a Certificate of Apprenticeship and is recognized as a qualified journey worker **nationwide**.

### INSTRUCTIONS TO ACCESS DOL ETA WEBSITE

1-877-US-2JOBS

1-877-872-5627

[www.doleta.gov/oa](http://www.doleta.gov/oa)

A wealth of information is provided on this website. View all areas of it for more specific information. Brochures are also available to inform you of the program and how it works.

#### To retrieve the list of Apprenticeship Programs registered within any state in the United States:

1. Click **“LINKS”** listed under **“RESOURCES”** (located on left side of the screen)
2. At the next screen, click on **“OFFICE OF APPRENTICESHIP SPONSORS WEBSITE”**
3. Scroll to the bottom of the screen and click on **“SEARCH PROGRAM SPONSORS DATABASE”**
4. At the next screen, select the **“STATE”** you want and click on **“SEARCH”**
5. Click the down-arrow to **“SELECT COUNTY”** you want (or click on ALL COUNTIES for the entire state) and click on **“SEARCH”**

The list of registered occupations will display on the screen, listed alphabetically indicating the number of apprenticeship sponsors registered with that occupation. Place the mouse on the desired occupation until the mouse changes to the “pointed finger.” Click the pointed finger and the name of the employer will appear. Look to the right and click on the **“VIEW”** box to retrieve the address of each employer/sponsor. Note that there are neither name contacts nor telephone numbers available.

## Program Regulations

### *CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS FHWA 1273*

#### **5. Training and Promotion:**

*a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.*

*b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).*

c. The contractor will advise employees and applicants form employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

### **Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts 23CFR230.111**

(a) The State highway agency shall determine which Federal-aid highway construction contracts shall include the “Training Special Provisions” (appendix B) and the minimum number of trainees to be specified therein after giving appropriate consideration to the guidelines set forth in § 230.111(c). The “Training Special Provisions” shall supersede section 7(b) of the Special Provisions (appendix A) entitled “Specific Equal Employment Opportunity Responsibilities.” Minor wording revisions will be required to the

“Training Special Provisions” in areas having “Hometown” or “Imposed Plan” requirements.

(b) The Washington Headquarters shall establish and publish annually suggested minimum training goals. These goals will be based on the Federal-aid apportioned amounts and the minority population. A State will have achieved its goal if the total number of training slots on selected federally aided highway construction contracts which have been awarded during each 12-month period equals or exceeds the State's suggested minimum annual goal. In the event a State highway agency does not attain its goal during a calendar year, the State highway agency at the end of the calendar year shall inform the Administrator of the reasons for its inability to meet the suggested minimum number of training slots and the steps to be taken to achieve the goal during the next calendar year. The information is to be submitted not later than 30 days from the end of the calendar year and should be factual, and should not only indicate the situations occurring during the year but show the project conditions at least through the coming year. The final determination will be made on what training goals are considered to be realistic based on the information submitted by a State.

(c) The following guidelines shall be utilized by the State highway agency in selecting projects and determining the number of trainees to be provided training therein:

(1) Availability of minorities, women, and disadvantaged for training.

(2) The potential for effective training.

(3) Duration of the contract.

(4) Dollar value of the contract.

(5) Total normal work force that the average bidder could be expected to use.

(6) Geographic location.

(7) Type of work.

(8) The need for additional journeymen in the area.

(9) Recognition of the suggested minimum goal for the State.

(10) A satisfactory ratio of trainees to journeymen expected to be on the contractor's work force during normal operations (considered to fall between 1:10 and 1:4).

(d) Training programs which are established shall be approved only if they meet the standards set forth in appendix B with regard to:

(1) The primary objectives of training and upgrading minority group workers, women and disadvantaged persons.

(2) The development of full journeymen.

(3) The minimum length and type of training.

(4) The minimum wages of trainees.

(5) Trainees certifications.

(6) Keeping records and furnishing reports.

(e)(1) Training programs considered by a State highway agency to meet the standards under this directive shall be submitted to the FHWA division Administrator with a recommendation for approval.

(2) Employment pursuant to training programs approved by the FHWA division Administrator will be exempt from the minimum wage rate provisions of section 113 of title 23 U.S.C. Approval, however, shall not be given to training programs which provide for employment of trainees at wages less than those required by the Special Training Provisions. (Appendix B.)

(f)(1) Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor need not be

*formally approved by the State highway agency or the FHWA division Administrator. Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered in a manner reasonably calculated to meet the equal employment opportunity obligations of the contractor.*

*(2) Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:*

*(i) The U.S. Department of Labor has clearly approved the program aspects relating to equal employment opportunity and the payment of trainee wage rates in lieu of prevailing wage rates.*

*(ii) They are reasonably calculated to qualify the average trainees for journeyman status in the classification concerned by the end of the training period.*

*(iii) They are administered in a manner calculated to meet the equal employment obligations of the contractors.*

*(g) The State highway agencies have the option of permitting Federal-aid highway construction contractors to bid on training to be given under this directive. The following procedures are to be utilized by those State highway agencies that elect to provide a bid item for training:*

*(1) The number of training positions shall continue to be specified in the Special Training Provisions. Furthermore, this number should be converted into an estimated number of hours of training which is to be used in arriving at the total bid price for the training item. Increases and decreases from the estimated amounts would be handled as overruns or underruns;*

*(2) A section concerning the method of payment should be included in the Special Training Provisions. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee's wages during the offsite training period;*

*(3) A State highway agency may modify the special provisions to specify the numbers to be trained in specific job classifications;*

*(4) A State highway agency can specify training standards provided any prospective bidder can use them, the training standards are made known in the advertised specifications, and such standards are found acceptable by FHWA.*

## **Georgia Department of Transportation Standard Specification 158**

### **158.1 General Description**

*The Contractor's Equal Employment Opportunity Affirmative Action Program includes on-the-job training aimed at fully qualifying trainees in the trade or job classification involved. The Proposal specifies the number of trainees to be trained under this Specification. This training specification is in implementation of 23 USC 140(a). As a part of the Contractor's Equal Employment Opportunity Affirmative Action Program, provide training as specified in this specification.*

*158.1.01 Definitions General Provisions 101 through 150.*

*158.1.02 Related References*

*A. Standard Specifications General Provisions 101 through 150. B. Reference Documents Manual*

*158.1.03 Submittals*

*Submit an acceptable training program to the Department for review and approval within 30 days after the Notice to Proceed is issued. Failure to submit an acceptable training program, as determined by the Engineer, will result in the withholding of all Contractor progress payments Specify the starting time for training in each of the classifications.*

*158.2 Materials General Provisions 101 through 150.*

*158.2.01 Delivery, Storage, and Handling General Provisions 101 through 150.*

*158.3 Construction Requirements*

*158.3.01 Personnel*

*A. Number of Trainees If the Contract Work is subcontracted, determine how many trainees, if any, the Subcontractor shall train. However, retain the primary responsibility for meeting the training requirements of this Specification. Ensure that this Specification applies to the Subcontract. Where feasible, have 25 percent of the apprentices or trainees in each occupation be in their first year of apprenticeship or training. Distribute the*

number of trainees among the work classifications based on needs and the availability of trainees in each classification (within a reasonable area of recruitment).

#### B. Types of Trainees in Attendance

1. *Construction Crafts.* Provide training in the construction crafts. Training may also be provided for lower-level management positions if training is oriented toward construction applications such as office engineers, estimators, time-keepers, etc

2. *Laborers.* Training may be provided in the laborer classification if the training is meaningful and if significance is proven and approved by the Division Office.

3. *Clerks and Secretaries.* Do not provide training for clerical-typists or secretarial-type positions.

4. *Minorities and Women.* Conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees. Recruit minorities and women within a reasonable area of recruitment. Demonstrate the steps taken to recruit minorities and women for training to comply with this Specification. This training commitment is not intended to nor will it be used to discriminate against any applicant for training, whether or not the applicant is a member of a minority group.

#### 158.3.02 Equipment General Provisions 101 through 150.

#### 158.3.03 Preparation

Give each trainee a copy of the program that is followed during training. Provide each trainee with certification showing the type and length of training satisfactorily completed. The State will approve of or accept the training program before beginning work on the classification covered by the training program.

#### 158.3.04 Fabrication General Provisions 101 through 150.

#### 158.3.05 Construction

An employee who completes a training course or is employed as a journeyman cannot receive training in that area of expertise. Satisfy this requirement by including questions in the employee application or by using other means to disclose the trainee's status. Keep records of the findings of each case. Some off-site training is permissible provided the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

#### 158.3.06 Quality Acceptance

The selected training program approved by the Department and the Federal Highway Administration establishes the minimum length and type of training for each classification. The Department and the Federal Highway Administration will approve a program if it is calculated to meet Equal Employment Opportunity obligations and qualify the average trainee for journeyman status in a classification by the end of the training period. Acceptable apprenticeship programs include:

- Programs registered with U.S. Department of Labor
- Programs registered with the Bureau of Apprenticeship and Training
- Programs registered with a State apprenticeship agency recognized by the Bureau
- Training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training if administered in a manner consistent with the Equal Employment obligations of Federal-Aid highway construction contracts

158.3.07 Contractor Warranty and Maintenance Maintain and furnish periodic records (form FHWA 1409) that document performance under this Specification.

#### 158.4 Measurement

Except as otherwise noted in Subsection 158.4.01, "Limits," the Contractor will be reimbursed 80 cents for every hour an employee is trained in an approved training program on this Contract. If the number of trainees exceeds the number specified in this Training Specification, reimbursement will be at the Engineer's approval. The Contractor will receive the reimbursement even though additional training program funds are received from other sources (only if the other sources do not specifically prohibit the Contractor from receiving other reimbursement).

The Contractor will be not receiving any progress payment under any one of these conditions:

- Failure to provide an acceptable training program to the Department within 30 days after the Notice to Proceed is issued
- The Contractor fails to provide the required training
- The trainee fails to be hired as a journeyman at the fault of the Contractor
- The Contractor fails to show good faith to meet the requirements of this Training Specification



#### 158.4.01 Limits

*The Contractor is credited for each trainee that is employed on the Contract Work and that is currently enrolled or becomes enrolled in an approved program. Reimbursement for such trainees is as follows:*

*1. The Contractor receives reimbursement for off-site training only if trainees are concurrently employed on a Federal-aid project and the Contractor does one or more of the following:*

- Contributes to the cost of the training*
- Provides instruction to the trainee or pays the trainee's wages during the off-site training*

*2. The Contractor provides acceptable training to the number of trainees specified on the Contract.*

*3. A trainee begins training on the project as soon as feasible after the work that uses the trained skill has begun.*

*4. The trainee remains on the project as long as training opportunities exist in the work classification or until the trainee has completed the training program. Trainees do not need to be employed for the entire length of the Contract.*

*5. Trainees are paid at least 60 percent of the appropriate minimum journeyman's rate specified on the Contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period.*

*If apprentices or trainees in an approved existing program are enrolled as trainees in the same classification on this Project, the appropriate rates approved by the Departments of Labor or Transportation for the existing program shall apply to the trainees.*

**ON THE JOB TRAINING**  
**TRAINING PROGRAM OUTLINES**  
**HIGHWAY & BRIDGE CONSTRUCTION TRADES**

<b>Classification</b>	<b>Weeks</b>	<b>Hours</b>
AIR COMPRESSOR	13	520
ASPHALT DISTRIBUTOR	26	1040
ASPHALT PLANT DRIER OPERATOR	26	1040
ASPHALT RAKER	13	520
ASPHALT SCREED OPERATOR	13	520
ASSISTANT PROJECT MANAGER	52	2080
BRIDGE CONSTRUCTION FOREMAN	55	2200
BULLDOZER OPERATOR (80HP AND UNDER)	18	720
BULLDOZER OPERATOR (OVER 80HP)	18	720
COMPACTOR OPERATOR	13	520
CONCRETE PAVING CURING MACHINE OPERATOR	13	520
CONCRETE PAVING FINISHING MACHINE OPERATOR	26	1040
CONCRETE PAVING FORM GRADER OPERATOR	13	520
CONCRETE PAVING JOINT MACHINE OPERATOR	13	520
CONCRETE PAVING MACHINE OPERATOR	26	1040
CONCRETE PAVING SAW OPERATOR	26	1040
CONCRETE PAVING SPREADER OPERATOR	26	1040
CONCRETE PAVING SUB GRADER OPERATOR	18	720
CONCRETE QUALITY CONTROL TECHNICIAN	26	1040
CONSTRUCTION FIELD OFFICE ENGINEER	18	720
CONVEYOR OPERATOR	13	520

CRANE, CLAMSHELL, BACKHOE, DERRICK, DRAGLINE, SHOVEL OPERATOR (UNDER 1.5 CY)	26	1040
CRANE, CLAMSHELL, BACKHOE, DERRICK, DRAGLINE, SHOVEL OPERATOR (1.5 CY AND OVER)	52	2080
DRILL OPERATOR	26	1040
EQUIPMENT MAINTENANCE TECHNICIAN I	52	2080
EQUIPMENT MAINTENANCE TECHNICIAN II	26	1040
FORM BUILDER (STRUCTURES)	26	1040
FORM SETTER	18	720
FRONT END LOADER OPERATOR (UNDER 1 CY)	13	520
GRADE CHECKER	13	520
GUARDRAIL ERECTOR	18	720
HIGHWAY CONSTRUCTION FOREMAN	20	1040
HIGHWAY OR BRIDGE CARPENTER	26	1040
HIGHWAY OR BRIDGE CONCRETE FINISHER	26	1040
HIGHWAY OR BRIDGE ESTIMATOR	55	2200
HIGHWAY OR BRIDGE IRONWORKER, REINFORCING	26	1040
HIGHWAY OR BRIDGE IRONWORKER STRUCTURAL	26	1040
LABOR FOREMAN	26	1040
LANDSCAPE WORKER	13	520
MASON, STRUCTURE	26	1040
MECHANIC	52	2080
MIXER OPERATOR	26	1040
MOTOR GRADER OPERATOR	26	1040
MOTOR GRADER OPERATOR, FINE GRADER	39	1560
MULCHER OPERATOR	13	520
OFFICE ENGINEER	26	1040

OILER	26	1040
PILDRIVERMAN/ PILEDRIIVER OPERATOR	26	1040
PILE DRIVER FOREMAN	26	1040
PIPE LAYER	13	520
POWER TOOL OPERATOR	18	720
ROLLER OPERATOR	26	1040
SCRAPER-PAN OPERATOR	13	520
SIGN ERECTOR	26	1040
STONE SPREADER OPERATOR	13	520
TRACTOR OPERATOR	13	520
TRAFFIC CONTROL SPECIALIST	18	720
TRENCHING MACHINE OPERATOR	26	1040
TRUCK DRIVER (MULTI-REAR AXLE)	26	1040
TRUCK DRIVER (SINGLE REAR AXLE)	13	520
TRUCK DRIVER (HEAVY DUTY)	26	1040
WEIGHMAN (TRUCK SCALES)	5.5	230
WELDER	26	1040

**ON-THE- JOB TRAINING BREAKDOWNS  
FOR SELECTED CLASSIFICATIONS**

**AIR COMPRESSOR OPERATOR**

Approximate Training Time: 13 weeks or 520 hrs.

**Training Breakdown**

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified I the contract for this classification

**Orientation and Observation**

A. Safety Procedures	5 hrs.
B. Observation of equipment in operation	20 hrs.
C. Starting, stopping and regulating valves	15 hrs.

**Care and Maintenance**

Safety procedures	5 hrs.
Routine lubricating and servicing	35 hrs.

**Actual Operation of Equipment**

A. Safe operation procedures	5 hrs.
B. Connecting pipes from compressor to equipment	50 hrs.
C. On-the-Job Operation	360 hrs.
D. Special applications	25 hrs.

<b>Total</b>	<b>520 hrs.</b>
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## ASPHALT DISTRIBUTOR OPERATOR

Approximate training time:

26 weeks or 1040 hours

### Training Breakdown

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.

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for the classification.

#### 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

#### Care and Maintenance

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

#### Actual Operation of Equipment

A. Safe Operating procedures	5 hours
B. Regulates valves and levers to distribute oil or bituminous Liquid for highway surfacing	120 hrs.
C. Operation of equipment	805 hrs.
Total	1040 hrs.

## ASPHALT PLANT DRIER OPERATOR

Approximate training time: 26 weeks or 1040 hours

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third period quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified I the contract for this classification.

#### Orientation and Observation

- |   |         |
|---|---------|
| A. Safety Procedures                                  | 10 hrs. |
| B. B. Observation of drier and conveyors in operation | 40 hrs. |
| C. Starting drier and conveyors for batching          | 40 hrs. |

#### Care and Maintenance

- |   |          |
|---|----------|
| A. Safety procedures                            | 10 hrs.  |
| B. Routine lubrication, adjusting and servicing | 160 hrs. |

#### Actual Operation of Drier

- |   |          |
|---|----------|
| A. Safe operating procedure                       | 10 hrs.  |
| B. Drier regulation, indoctrination and operation | 160 hrs. |
| C. Conveyor starting and observation              | 160 hrs. |
| D. Operation of drier                             | 450 hrs. |

Total.....1040 hours

## ASPHALT RAKER

Approximate training time:

13 weeks or 520 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training Period: 75 (seventy-five) percent for the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the Training Period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

A. Safety procedures	5 hrs.
B. Observation of placement of material	5 hrs.
C. Perform duties of Asphalt Shoveler	35 hrs.

#### Care and Maintenance

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

#### Actual Operation of Equipment

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

Total	520 hrs.
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## ASPHALT SCREED OPERATOR

Approximate training time:

13 weeks or 520 hours

### Training Breakdown

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:

1. For the first half of the trainee period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75(seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |  |         |
|--|---------|
| A. Safety Procedures                   | 5 hrs.  |
| B. Observation of machine in operation | 40 hrs. |

#### Care and Maintenance

- |                      |         |
|----------------------|---------|
| A. Safety Procedure  | 5 hrs.  |
| B. Routine servicing | 40 hrs. |

#### Actual Operation of Equipment

- |   |          |
|---|----------|
| A. Safety procedures  | 5 hrs.   |
| B. Making adjustments for proper depth, grade and finish<br>Cross section | 425 hrs. |

<b>Total</b>	<b>520 hrs.</b>
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## ASSISTANT PROJECT MANAGER

Approximate Training Time:

52 wks or 2080 hours

Trainee Pay in this classification: Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.

### Training Breakdown

<b>I. ADMINISTRATION</b>	<b>280 HRS.</b>
Interpreting company policy to subcontractors and workers, enforcing safety regulations, producing and maintaining production records, coordinating work schedules of subcontractors and company personnel, recruiting and inspection of materials.	
<b>II. PRODUCTION</b>	<b>1500 HRS.</b>
Receives instructions and specifications from Project Manager and transmits it to subcontractors and company personnel. Interprets blueprints, specifications and job orders. Assists Project Manager in solving job-site problems. Regularly performs all tasks assigned to him/her.	
<b>III. PERSONNEL</b>	<b>300 HRS.</b>
Supervises project in the absence of Project Manager, recommends personnel actions, such as promotions, transfers, discharges, and disciplinary action. Trains and orients new employees and/or trainees.	
<b>TOTAL:</b>	<b>2080 HRS.</b>

### Suggested Related Training

Red Cross First Aid Certification, Industry Safety Publications, Blueprint Reading, Industrial Relations, Personnel Management, Contracting Laws, EEO, etc.

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

## BRIDGE CONSTRUCTION FOREMAN

Approximate Training Time: 55 Weeks or 2200 Hours

Trainee Pay in this classification: Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.

### Training Breakdown

I.	Orientation and Observation	
	A. Understanding the function of the job	20 hrs.
	B. Understanding company timekeeping and payroll procedures	5 hrs.
	C. Understanding company E.E.O. Policy	5 hrs.
	D. Understanding company safety Policy	30 hrs.
	E. Supervisory Instruction	100 hrs.
II.	Advanced Blueprint or Construction Plans Reading and application	50 hrs.
III.	Applied Techniques of Bridge Construction	
	A. Cofferdams and Pile Driving	100 hrs.
	B. Pier and Abutment Formwork	100 hrs.
	C. Decking Formwork	100 hrs.
	D. Box Culvert and Headwall Formwork	100 hrs.
	E. Concrete Placing	50 hrs.
	F. Concrete Finishing and Curing	50 hrs.
	G. Tying Reinforcing Steel	40 hrs.
	H. Erecting Structural Steel	100 hrs.
	I. Excavating footings, channel changes etc.	50 hrs.
	J. Care of material and jobsite security	50 hrs.
	K. Equipment supervision and maintenance	50 hrs.
IV.	Assistant Foreman Duties	1200 hrs.
	A. Supervision of a crew in each of the major applied areas. Trainee will be checked by both his foreman and his job superintendent.	
Total		2200 hrs.

## BULLDOZER OPERATOR (80 H.P. AND LESS)

Approximate Training Time:

18 weeks or 720 Hours

### Training Breakdown

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:

1. For the First half of the Training Period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the Training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation and Observation	
	A. Safety Procedures	5 hrs.
	B. Observation of machine in operation	35 hrs.
	C. Starting and manipulating levers for moving Equipment and attachments	30 hrs.
II.	Care and Maintenance	
	A. Safety Procedures	5 hrs.
	B. Routing fueling, lubricating and servicing	35 hrs.
III.	Actual Operation of Equipment	
	A. Safe operating procedures	5 hrs.
	B. Movement and stockpiling of material	150 hrs.
	C. Pushing and Rough grading	125 hrs.
	D. Clearing and grubbing	125 hrs.
	E. Finish grading	175 hrs.
	F. Special application	30 hrs.
Total		720 hrs.

## BULLDOZER OPERATOR (OVER 80 H.P.)

Approximate Training Time

18 Weeks or 720 Hours

### Training Breakdown

Trainee will be paid in 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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the Training Period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

A. Safety Procedures	5 hrs.
B. Observation of machine in operation	35 hrs.
C. Starting and manipulating levers for moving equipment And attachments	30 hrs.

#### Care and Maintenance

A. Safety Procedures	5 hrs.
B. Routine fueling, lubricating and servicing	35 hrs.

#### Actual Operation of Equipment

A. Safe Operating procedures	5 hrs.
B. Movement and stockpiling of material	150 hrs.
C. Pushing and Rough grading	125 hrs.
D. Clearing and grubbing	125 hrs.
E. Finish grading	175 hrs.
F. Special application	30 hrs.
Total	720 hrs.

## COMPACTOR OPERATOR

Approximate training time: 13 weeks or 520 hrs.

### Training Breakdown

#### Georgia OJT Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |  |         |
|--|---------|
| A. Safety procedures                   | 5 hrs.  |
| B. Observation of machine in operation | 10 hrs. |

#### Care and Maintenance

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

#### Actual Operation of Equipment

- |  |          |
|--|----------|
| A. Safe operating procedures               | 5 hrs.   |
| B. Rolls base course to desired compaction | 460 hrs. |

Total	520 hrs.
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**Compactor Operator:** Operates self-propelled steel wheeled, rubber tired, sheep foot, vibrator, segmented or other type roller to compact earth embankment, earth sub grade or aggregate base courses. May oil grease, service and make normal operating adjustments to equipment. May perform other related duties.

## CONCRETE PAVING CURING MACHINE OPERATOR

Approximate Training Time

13 weeks or 520 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the Training Period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation and Observation		
	a. Safety procedures		5 hrs.
	b. Observation of machine		20 hrs.
	c. Starting, Stopping and manipulating levers of moving equipment and attachments		15 hrs.
II.	Care and Maintenance		
	a. Safety procedures		5 hrs.
	b. Routine fueling, lubricating and servicing		35 hrs.
III.	Actual Operation of Equipment		
	A. Safety procedures		5 hrs.
	B. Loading curing compound		50 hrs.
	C. Spreading material		385 hrs.
Total			520 hrs.

## Concrete Paving Finishing Machine Operator

Approximate training time

26 weeks or 1,040 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the Training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation and Observation		
	A. Safety procedures		5 hrs.
	B. Observation of machine in operation		35 hrs.
	C. Starting and manipulating levers for moving Equipment and attachments		30 hrs.
II.	Care and Maintenance		
	A. Safety Procedures		5 hrs.
	B. Routine fueling, lubricating and servicing		150 hrs.
III.	Actual Operation of Equipment		
	A. Safe operating procedures		5 hrs.
	B. Screed regulation indoctrination and operation		120 hrs.
	C. Operation of machine		690 hrs.

Total

1040 hrs.



## Concrete Paving Form Grader Operator

Approximate training time

13 weeks or 520 hrs.

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
  2. For the Third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
  3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
- |      |   |          |
|------|---|----------|
| I.   | Orientation and Observation                                 |          |
|      | A. Safety procedures  | 5 hrs.   |
|      | B. Observation of machine in action                         | 15 hrs.  |
|      | C. Starting, stopping and manipulating levers for operation | 15 hrs.  |
| II.  | Care and Maintenance  |          |
|      | A. Safety Procedures  | 5 hrs.   |
|      | B. Routine fueling, lubricating and servicing               | 30 hrs.  |
| III. | Actual Operation of Equipment                               |          |
|      | A. Reading grade stakes                                     | 10 hrs.  |
|      | B. Grading form lines to approximate finished grade         | 300 hrs. |
|      | C. Setting necessary strings and stakes                     | 135 hrs. |
|      | D. Safe Operation procedures                                | 5 hrs.   |

Total

520 hrs.

## CONCRETE PAVING JOINT MACHINE OPERATOR

Approximate Training Time

13 weeks or 520 hours

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
  2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
  3. For the Fourth Quarter of the Training Period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
- |      |   |  |         |
|------|---|--|---------|
| I.   | Orientation and Observation   |  |         |
|      | A. Safety Procedures  |  | 5 hrs   |
|      | B. Observation of Machine   |  | 20 hrs  |
|      | C. Starting, stopping and manipulating<br>Levers for moving equipment and attachments |  | 15 hrs  |
| II.  | Care and Maintenance  |  |         |
|      | A. Safety Procedures  |  | 5 hrs   |
|      | B. Routine fueling, lubricating and servicing   |  | 35 hrs  |
| III. | Actual Operation of Equipment   |  |         |
|      | A. Safe Operating procedures  |  | 5 hrs   |
|      | B. Cutting grooves for expansion and contraction joints                               |  | 400 hrs |
|      | C. Depressing aggregate at joint  |  | 35 hrs  |

Total

520 hrs

## CONCRETE PAVING MACHINE OPERATOR

Approximate Training time

26 weeks or 1,040

### Training Breakdown

Trainee will be paid the trainee wages specified in the construction contract.

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of this skilled wage rate specified in the contract for this classification.

**I. Orientation and Observation**

- |  |         |
|--|---------|
| A. Safety procedures   | 5 hrs.  |
| B. Observation of machine in operation                                   | 35 hrs. |
| C. Starting and manipulating levers for moving equipment and attachments | 30 hrs. |

**II. Care and Maintenance**

- |   |          |
|---|----------|
| A. Safe operating procedures  | 5 hrs.   |
| B. Regulate equipment to mix and discharge concrete, apportion Water and time mixer cycle | 120 hrs. |
| C. Operation of machine   | 690 hrs. |

**Total**

**1040 hrs.**

## CONCRETE PAVING SAW OPERATOR

Approximate training time:

26 weeks or 1,040 hours

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
  - I. Orientation and Observation
    - A. Safety procedures 5 hrs.
    - B. Observation of work of concrete paving saw operator 50 hrs.
    - C. Assist concrete Paving saw operator 45 hrs.
  - II. Care and Maintenance
    - A. Safety procedures 5 hrs.
    - B. Saw expansion and contraction joints in concrete paving 700 hrs.
    - C. Saw asphaltic pavements 195 hrs.

Total

1040 hrs.

## CONCRETE PAVING SPREADER OPERATOR

Approximate training time:

26 weeks or 1,040 hours

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
  2. For the third quarter of the training period: 75(seventy-five) percent of the skilled wage rate specified in the contract for this classification.
  3. For the fourth quarter of the training period: 90 (ninety) percent of this skilled wave rate specified in the contract for this classification.
- |      |  |          |
|------|--|----------|
| I.   | Orientation and Observation  |          |
|      | A. Safety procedures   | 5 hrs.   |
|      | B. Observation of machine in operation                                     | 35 hrs.  |
|      | C. Stating and manipulating levers for moving<br>Equipment and attachments | 30 hrs.  |
| II.  | Care and Maintenance   |          |
|      | A. Safety procedures   | 5 hrs.   |
|      | B. Routine fueling, lubrication and servicing                              | 150 hrs. |
| III. | Actual Operation of Equipment  |          |
|      | A. Safe operating procedures   | 5 hrs.   |
|      | B. Regulation, indoctrination & operation                                  | 120 hrs. |
|      | C. Operation of machine  | 690 hrs. |

Total

1040 hrs.

## CONCRETE PAVING SUB GRADER OPERATOR

Approximate training time:

18 weeks or 720 hours

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

**I. Orientation and Observation**

- |   |          |
|---|----------|
| A. Safety procedures  | 5 hrs.   |
| B. Observation of machine in operation  | 35 hrs.  |
| C. Starting, stopping and manipulating levers for<br>Moving equipment and attachments, including<br>Electronic controls | 150 hrs. |

**II. Care and Maintenance**

- |   |         |
|---|---------|
| A. Safe operating procedures                  | 15 hrs. |
| B. Routine fueling, lubricating and servicing | 40 hrs. |
| C. Adjustment of controls                     | 50 hrs. |

**III. Actual Operation of Equipment**

- |   |          |
|---|----------|
| A. Safe operating procedures  | 20 hrs.  |
| B. Cutting and furnishing fine sub-grade through manual<br>Or automatic template settings | 405 hrs. |

Total

720 hrs.

## CONCRETE QUALITY CONTROL TECHNICIAN

Approximate Training Time:

26 weeks or 1,040 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
  - I. Orientation and Observation
    - A. Safety Procedures 5 hrs.
    - B. Observation of Laboratory procedures 65 hrs.
  - II. Care and Maintenance
    - A. Safety Procedures 5 hrs.
    - B. Routine Cleaning and servicing of testing laboratory and Apparatus 150 hrs.
  - III. Actual Operation of Laboratory
    - A. Safe operating procedures 5 hrs.
    - B. Graduation analysis of course and fine aggregates 120 hrs.
    - C. Determining aggregate moisture and applying Aggregate moisture corrections to design mix 690 hrs.

Total:

1040 hrs.

**CONSTRUCTION FIELD OFFICE ASSISTANT**

Approximate Training Time:

18 WKS OR 720 HRS.

**Training Breakdown**

Trainee Pay in this classification: Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.

**I. ORIENTATION**

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

**II. APPLICATION**

- A. Purchasing and scheduling; 120 HRS.
- B. Keeping time, monitoring worker's activities; 150 HRS.
- C. Prepare documentation for claims processing; and 70 HRS.
- D. Overview of all job activities. 120 HRS.

**III. OFFICE COORDINATION**

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

**TOTAL**

**720 hrs**



## CONVEYOR OPERATOR

Approximate training time:

13 weeks or 520 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
  - I. Orientation & Observation
    - A. Safety procedures 5 hrs.
    - B. Observation of conveyors system controls 35 hrs.
  - II. Care & Maintenance
    - A. Safety Procedures 5 hrs.
    - B. B. Routine lubrication 40 hrs.
    - C. Assist in Maintenance of convey or system 50 hrs.
  - III. Actual Operation of Conveyor
    - A. Move and deliver cold or raw material to storage, including operation of in-line screen units 150 hrs.
    - B. Unloads rail cars 150 hrs.
    - C. Directs unloading of dump trucks 85 hrs.

Total

520 hrs.

**CRANE, CLAMSHELL, BACKHOE, DERRICK, DRAGLINE, SHOVEL  
OPERATOR (LESS THAN 1 ½ C.Y.)**

Approximate training time: 26 weeks or 1,040 hrs.

**Training Breakdown**

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	<b>Orientation and Observation</b>	
	A. Safety procedures	5 hrs.
	B. Observation (as a passenger) of machine in operation	50 hrs.
	C. Starting, manipulating levers for moving equipment and Attachments	45 hrs.
II.	<b>Care and Maintenance</b>	
	A. Safety procedures	5 hrs.
	B. Routine fueling, lubricating and servicing	295 hrs.
III.	<b>Actual Operation of Equipment</b>	
	A. Safe operating procedures	5 hrs.
	B. Trenching operations (for pipe laying, etc.)	300 hrs.
	C. Excavation (for structures, footings, etc.)	300 hrs.
	D. Special applications and functions	35hrs.

**Total** **1040 hrs.**

**CRANE, CLAMSHELL, BACKHOE, DERRICK,  
DRAGLINE, SHOVEL OPERATOR (1 ½ C.Y. AND OVER)**

Approximate training time: 52 weeks or 2,080 hours

**Training Breakdown**

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:

1. For the First Half of the Training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training period. 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
  - I. Orientation and Observation
 

A. Safety procedures	10 hrs.
B. Observation of machine in operation	50 hrs.
C. Starting, manipulating levers for moving equipment And attachments	50 hrs.
  - II. Care and Maintenance
 

A. Safety procedures	10 hrs.
B. Routine fueling, lubricating, and servicing	350 hrs.
  - III. Actual Operation of Equipment
 

A. Safe operating procedures	25 hrs.
B. Trenching operations	300 hrs.
C. Excavation	300 hrs.
D. Special applications and functions general	350 hrs.
E. Special applications and functions bridge	635 hrs.

**Total** **2080 hrs.**

## DRILL OPERATOR

Approximate training time

26 weeks or 1,040 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
  - I. Orientation and Observation
    - A. Safety procedures 5 hrs.
    - B. Observation of machine in operation 50 hrs.
    - C. Starting, manipulating levers for moving  
Equipment and attachments 45 hrs.
  - II. Care and Maintenance
    - A. Safety procedures 5 hrs.
    - B. Routine fueling, lubricating and servicing 295 hrs.
  - III. Actual Operation of Equipment
    - A. Safe operating procedures 5 hrs.
    - B. Purpose of various types of drills 5 hrs.
    - C. Fasten drill, adjust drill angle and lock  
Into position, adjust speed of drill 495 hrs.
    - D. Adjustment to equipment 100 hrs.
    - E. Special applications and functions 35 hrs.

Total

1040 hrs.

## EQUIPMENT MAINTENANCE TECHNICIAN I

Approximate training time

52 weeks or 2,080 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
  2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
  3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
- I. Orientation & Observation
    - A. Safety procedures 5 hrs.
    - B. Observation of various equipment 10 hrs.
    - C. Understanding basic function and preparation of equipment 10 hrs.
    - D. Observation of tools in use 20 hrs.
  - II. Parts & Tools
    - A. Understanding company purchase, receipt storage, and Issuance procedures 10 hrs.
    - B. Learning key parts required 20 hrs.
    - C. Understanding use of parts catalog and cost of parts 15 hrs.
  - III. Shop Functions
    - A. Safety procedures 5 hrs.
    - B. Tool care, storage, and transportation 20 hrs.
    - C. Lubrication, oil, air, and fuel titration grease points and capacities  
Inspection techniques to detect abnormal conditions 40 hrs.
    - D. Paint & Body – Body work and painting procedures 40 hrs.
    - E. Familiarization – welding and burning equipment and operations  
Of lathes, saws, shapers, grinders, and presses 145 hrs.
  - IV. Engines & Power trains
    - A. Safety procedures 5 hrs.
    - B. Injector Governor the operation and service of fuel injector pumps  
Nozzles, and engine governors 120 hrs.
    - C. Water cooled engine rebuild assist in the complete  
Overhaul and testing of gas and diesel engines 200 hrs.

D.	Transmissions & Rear ends assist in the complete overhaul Of the various mechanisms used to transfer engine horsepower To tractive effort	230 hrs.
E.	Air cooled engines – assist in the complete overhaul of the Various air cooled engines and their applications	200 hrs.
F.	Starters, Generators, & Voltage Regulators assist in the Complete overhaul of the various starters, generators, and Voltage regulators	160 hrs.
V.	Preventive Maintenance	
A.	Safety procedures	5 hrs.
B.	Shop procedures – fixed equipment	75 hrs.
C.	Field procedures – fixed equipment	75 hrs.
D.	Shop procedures – mobile equipment	75 hrs.
E.	Field procedures – mobile equipment	75 hrs.
VI.	Corrective Maintenance	
A.	Safety procedures	5 hrs.
B.	Shop procedures – fixed equipment	75 hrs.
C.	Field procedures – fixed equipment	75 hrs.
D.	Shop procedures – mobile equipment	75 hrs.
E.	Field procedures mobile equipment	75 hrs.
VII.	Application of Training	
A.	Safety procedures	5 hrs.
B.	Orders, receives, and stores tools and equipment Under supervision of skilled worker	10 hrs.
C.	Draws, arranges, transports tools and materials under Supervision of skilled worker	20 hrs.
D.	Participates in equipment preparation and maintenance under Supervision of skilled worker	80 hrs.
E.	Uses tools of trade and performs related duties	100 hrs.
Total		2,080 hrs.

## EQUIPMENT MAINTENANCE TECHNICIAN II

Approximate training time

26 weeks or 1,040 hrs.

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

- |             |  |          |
|-------------|--|----------|
| <b>I.</b>   | <b>Orientation &amp; Observation</b>                                     |          |
|             | A. Safety procedures   | 5 hrs.   |
|             | B. Observation of various equipment                                      | 10 hrs.  |
|             | C. Understanding basic function and preparation of equipment             | 20 hrs.  |
|             | D. Observation of tools in use   | 25 hrs.  |
| <b>II.</b>  | <b>Care &amp; Maintenance</b>  |          |
|             | A. Safety Procedures   | 5 hrs.   |
|             | B. Storage and care of tools   | 25 hrs.  |
|             | C. Transporting and use sequence of tools                                | 25 hrs.  |
|             | D. Types and sizes of tools required                                     | 25 hrs.  |
| <b>III.</b> | <b>Preventive Maintenance Techniques</b>                                 |          |
|             | A. Safety procedures   | 5 hrs.   |
|             | B. Standard procedures for preventive maintenance<br>Of fixed equipment  | 135 hrs. |
|             | C. Tool requirements for fixed equipment                                 | 20 hrs.  |
|             | D. Standard procedures for preventive maintenance of<br>Mobile equipment | 135 hrs. |
|             | E. Tool requirement for mobile equipment                                 | 20 hrs.  |
| <b>IV.</b>  | <b>Corrective Maintenance Techniques</b>                                 |          |

A. Safety procedures	5 hrs.
B. Standard procedures for corrective maintenance of Fixed equipment	135 hrs.
C. Tool requirement for fixed equipment	20 hrs.
D. Standard procedures for corrective maintenance Of mobile equipment	135 hrs.
E. Tool requirement for mobile equipment	20 hrs.
V. Supply & Procurement Procedures	
A. Understanding company purchase, storage and issuance Procedures	20 hrs.
B. Observing methods of ordering, receiving, storing, and Issuing tools and materials	10 hrs.
C. Ordering, receiving, reporting, storing, and drawing tools And materials under supervision	10 hrs.
VI. Assistance in Maintenance Procedures	
A. Safety procedures	5 hrs.
B. Selecting and assembling tools for job	10 hrs.
C. Setting up and providing tools for use at job	10 hrs.
VII. Applications of Training	
A. Safety procedures	5 hrs.
B. Orders, receives, and stores tools and materials by Directions and under supervision of skilled worker	10 hrs.
C. Draws, arranges, and transports tools and materials By directions and under supervision of skilled worker	10 hrs.
D. Assists skilled worker in preparation and maintenance Of equipment by direction and supervision of same	100 hrs.
E. Uses tools of trade at direction and under supervision Of skilled worker and performs relates duties	80 hrs.
Total	1040 hrs.



## FORM BUILDER (STRUCTURES)

Approximate training time

26 weeks or 1040 hours

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation and Safe Use of Tools of the Trade	
	A. Power and hand tools	20 hrs.
	B. Material selection	20 hrs.
II.	Applied Techniques of Highway Construction Carpentry	
	A. Safety procedures	5 hrs.
	B. Pier, pile and cap formwork	145 hrs.
	C. Decking formwork	150 hrs.
	D. Parapet and hand railing formwork	150 hrs.
	E. Endwall formwork	150 hrs.
	F. Box culverts, inlets and headwall formwork	150 hrs.
III.	Blueprint or Construction plans reading and application	50 hrs.
IV.	Basic Form Design Familiarity	95 hrs.
	a. Safety procedures	5 hrs.
V.	Stripping and Salvage of forms for re-use	95 hrs.
	A. Safety procedures	5 hrs.

Total

1040 hrs.

## FORM SETTER

Approximate Training Time:

18 weeks or 720 hrs.

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
  2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
  3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
- |              |   |                 |
|--------------|---|-----------------|
| I.           | Orientation and Observation   |                 |
|              | A. Safety procedures  | 5 hrs.          |
|              | B. Observation of placing of forms  | 20 hrs.         |
|              | C. Observation of form stripping, and setting of precast concrete                           | 30 hrs.         |
| II.          | Care and Maintenance  |                 |
|              | A. Safety procedures  | 5 hrs.          |
|              | B. Help strip forms and clean work area   | 25 hrs.         |
| III.         | Actual Operation of Form Setting  |                 |
|              | A. Safe operating procedures  | 5 hrs.          |
|              | B. Hold and help align forms, drive stakes for braces, and help Erect scaffolding.          | 150 hrs.        |
|              | C. Observe and assist in setting precast concrete   | 50 hrs.         |
|              | D. Measures space between forms, fits together, lines, Plumbs vertically, sets to elevation | 200 hrs.        |
|              | E. Check forms while concrete is being poured   | 230 hrs.        |
| <b>Total</b> |   | <b>720 hrs.</b> |

## FRONT END LOADER OPERATOR (1 C.Y. AND LESS)

Approximate training time:

13 weeks or 520 hrs.

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

**I. Orientation and Observation**

- |   |         |
|---|---------|
| A. Safety procedures  | 5 hrs.  |
| B. Observation of machine in operation                                      | 20 hrs. |
| C. Starting and manipulating levers for moving equipment<br>And attachments | 15 hrs. |

**II. Care and Maintenance**

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

**III. Actual Operation of Equipment**

- |  |          |
|--|----------|
| A. Safe operation procedures                                       | 5 hrs.   |
| B. Loading materials   | 200 hrs. |
| C. Excavation  | 150 hrs. |
| D. Charge hoppers with materials on asphalt and<br>Concrete plants | 50 hrs.  |
| E. Special applications  | 35 hrs.  |

**Total**

**520 hrs.**

## GRADE CHECKER

Approximate training time:

13 weeks or 520 hours

### Training Breakdown

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:

1. Minimum starting wage: 60 percent of the appropriate minimum journeyman’s rate specified in the contract (or area in the state where employed) for the first half of the training period.
2. Minimum wage for the third quarter of training period: 75 percent of the approximate journeyman’s rate.
3. Wages after successful completion of training program: “The prevailing wage in the area of the state where employed.”

I.	Orientation and Observation		
	A. Safety Procedures		5 hrs.
	B. Observation of Placing Grade Pine and Line		20 hrs.
	C. Observation of setting and checking grade		25 hrs.
II.	Care and Maintenance		
	A. Safety Procedures		5 hrs.
	B. Helping set grade pins and lines		25 hrs.
III.	Actual Operation of Setting and Checking Grade		
	A. Safe operating procedures		5 hrs.
	B. Setting and Driving Pins and Braces in Place		100 hrs.
	C. Observe and assist in setting grade		200 hrs.
	D. Check grade and lines before and after grading operations		135 hrs.
Total			520 hrs.

## GUARD RAIL ERECTOR

Approximate training time:

18 weeks or 720 hours

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth Quarter of training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation & Observation	
	A. Safety procedures	5 hrs.
	B. Observation of procedures and equipment in operation	35 hrs.
	C. Starting machinery and manipulating equipment and Controls	40 hrs.
II.	Care and Maintenance	
	A. Safety procedures	10 hrs.
	B. Routine fueling, lubricating and servicing	50 hrs.
III.	Actual Functions of Guard Rail Erection	
	A. Safety procedures	10 hrs.
	B. Incidental concrete pouring and post setting	100 hrs.
	C. Post hole digging and post driving equipment Driving equipment operation	350 hrs.
	D. Guard rail attachment, painting and finishing	120 hrs.
Total		720 hrs.

## HIGHWAY CONSTRUCTION FOREMAN

Approximate Training time:

20 weeks or 1040 hours

### Training Breakdown

**Trainee Pay in this classification:** Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.

I.	Instruction and Observation		
	A. Safety procedures		65 hrs.
	B. Blueprint reading, etc.		75 hrs.
	C. Supervisory instruction		100 hrs.
	D. Equipment & material handling		75 hrs.
	E. Material & equipment studies		25 hrs.
II.	Applied Techniques		
	A. Assistant Foreman duties excavating, compaction, grades, pipe laying, clearing, landscaping, etc.		700 hrs.
Total			1040 hrs.

## HIGHWAY OR BRIDGE CARPENTER

Approximate training time:

26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60(sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation and Safe Use of tools of the trade	
	A. Power and hand tools	20 hrs.
	B. Material selection	20 hrs.
II.	Applied Techniques of Highway Construction carpentry	
	A. Safety procedures	5 hrs.
	B. Pier, pile and cap formwork	145 hrs.
	C. Decking formwork	150 hrs.
	D. Parapet and hand railing formwork	150 hrs.
	E. Endwall formwork	150 hrs.
	F. Box culverts, inlets and headwall formwork	150 hrs.
III.	Blueprint or Construction Plans Reading and application	50 hrs.
IV.	Basic Form Design Familiarity	95 hrs.
	A. Safety procedures	5 hrs.
V.	Stripping and Salvage of Forms for Re-use	95 hrs.
	A. Safety procedures	5 hrs.

Total		1040 hrs.
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## HIGHWAY OR BRIDGE CONCRETE FINISHER

Approximate training time:

26 weeks or 1040 hours

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation and Observation	
	A. Safety procedures	5 hrs.
	B. Observation of use of straight edges floats and steel trowels	25 hrs.
	C. Observation of forming a finishing of edges and joints	25 hrs.
	D. Observation of use of concrete finishing machine	15 hrs.
II.	Care and Maintenance	
	A. Safety procedures	5 hrs.
	B. Routine cleaning work area and materials, holding materials, Tools and handling canvas belting or burlap strips	195 hrs.
	C. Routine fueling, lubricating and servicing	50 hrs.
III.	Actual Operation of Equipment	
	A. Safe operating procedures	10 hrs.
	B. Basic operation of tools	200 hrs.
	C. Forming and finishing edges, joints, curbs, gutters, paving And structures	310 hrs.
	D. Operation of trowels, straight edges, floats or finishing machine	200 hrs.

Total

1040 hrs.



## HIGHWAY OR BRIDGE ESTIMATOR

Approximate training time

55 weeks or 2200 hrs.

### Training Breakdown

**Trainee Pay in this classification: Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.**

- |  |                         |
|--|-------------------------|
| <p><b>I. FAMILIARIZATION</b></p> <ul style="list-style-type: none"> <li>A. Safe operation procedures and company policies;</li> <li>B. Review and interpret project plans and specifications; and</li> <li>C. Record keeping.</li> </ul>   | <p><b>150 HRS</b></p>   |
| <p><b>II. JOB KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>A. Blue print and layout reading, bid book interpretation;</li> <li>B. Project specifications/contract documents understanding;</li> <li>C. Material specifications and quality control;</li> <li>D. Asphalt lay-down procedures;</li> <li>E. Planning and layout;</li> <li>F. Excavation, grading, drainages, erosion control;</li> <li>G. Traffic control and sign packages; and</li> <li>H. Job site clean-up.</li> </ul>  | <p><b>400 HRS</b></p>   |
| <p><b>III. ESTIMATING, MARKETING, AND SALES</b></p> <ul style="list-style-type: none"> <li>A. Product pricing knowledge and cost factors;</li> <li>B. Estimation formulas and material knowledge;</li> <li>C. Accurate and timely estimate sheet, contracts, credit approval, billing reports, etc.;</li> <li>E. Familiarity with materials cost and bid markers in various areas;</li> <li>F. Analyzing job quality and profitability results;</li> <li>G. Value engineering and negotiating change orders; and</li> <li>H. Customer and public relations.</li> </ul> | <p><b>650 HRS</b></p>   |
| <p><b>IV. PROJECT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>A Coordinate on-site personnel and equipment operation;</li> <li>B. Ensure project sites are operating in a safe and efficient manner;</li> <li>C. Assist with coordination and supervision of employees and subcontractors, including various disciplines such as earthwork, pipe, grade, paving, traffic;</li> </ul>   | <p><b>1000 HRS.</b></p> |

- D. Accurate and timely preparation of weekly schedules and other operation as needed;
- E. Maintain proper job record such as schedules, personal diary, etc.;
- F. Consistent communication with Coordinator/Construction Manager regarding project status for crew needs;
- G. Assist with preparation of weekly schedules and other operation as needed; and
- H. Customer relations with on-site personnel

**TOTAL HOURS**

**2200 HRS.**

## Highway or Bridge Ironworker, Reinforcing

Approximate training time:

26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
  - I. Orientation and Observation
 

A. Safety procedures	10 hrs.
B. Observation of operation	10 hrs.
  - II. Care and Maintenance
 

A. Safety procedures	10 hrs.
B. Care and maintenance of tools and equipment	10 hrs.
  - III. Actual Operation of Reinforcing
 

A. Places reinforcing steel	250 hrs.
B. Spaces and ties reinforcing steel	500 hrs.
C. Plan reading and on-site layout	250 hrs.

Total

1040 hrs.

## HIGHWAY OR BRIDGE IRONWORKER STRUCTURAL

Approximate training time:

26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation & Observation	
	A. Safety procedures	5 hrs.
	B. Observation of operation	40 hrs.
	C. Plan reading	40 hrs.
II.	Care and Maintenance	
	A. Safety procedures	10 hrs.
	B. Care and Maintenance of tools and equipment	80 hrs.
III.	Actual Ironworker	
	A. Safety procedures	15 hrs.
	B. Rigging structural member Requiring riveting or welding	150 hrs.
	C. Assembling structural member requiring riveting Or welding	300 hrs.
	D. Erection of structural member requiring riveting or Welding	400 hrs.

Total		1040 hrs.
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## LABOR FOREMAN

Approximate time:

26 weeks or 1040 hrs.

### Training Breakdown

**Trainee Pay in this classification:** Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.

I.	Orientation and Observation		
	A. Learn to teach safety procedures		25 hrs.
	B. Observe the teaching of setting grades from engineer's stakes		50 hrs.
	C. Become able to teach rodman or chainman		25 hrs.
II.	Learning of Applied Techniques		
	A. Recruit, orient people		30 hrs.
	B. Blue print and construction plan reading		50 hrs.
	C. Apply the engineer's directions, e.g.in selected clearing Cutting and piling growths of timber		50 hrs.
	D. Direct fence setting and resetting		50 hrs.
	E. Direct setting grades from engineer's stakes		50 hrs.
	F. Supervise pipe laying		50 hrs.
III.	Giving Directions for Actual Operations		
	A. Recruits, orients and counsels his employees		60 hrs.
	B. Holds frequent safety meetings for his men		25 hrs.
	C. Directs establishing lines, points and grades from plans		200 hrs.
	D. Supervises setting of fence of all types		250 hrs.
	E. Directs pipe laying		125 hrs.
Total			1040 hrs.

## LANDSCAPE WORKER

Approximate Training Time:

13 Weeks or 520 hrs.

### Training program

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
  - I. Orientation & Observation
    - A. Safety procedures 5 hrs.
    - B. Observation of procedures and equipment in operation 40 hrs.
    - C. Starting machinery and manipulating equipment and controls 40 hrs.
  - II. Care & Maintenance
    - A. Safety procedures 10 hrs.
    - B. Routine fueling, lubricating and servicing 40 hrs.
  - III. Actual Functions and Machine Operations
    - A. Safety procedures 10 hrs.
    - B. Site preparation activity 100 hrs.
    - C. Adjustments and operation of required machinery and Equipment 200 hrs.
    - D. Site completion activity 75 hrs.

Total:

520 hrs.

## MASON, STRUCTURE

Approximate training time: 26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training rate specified in the contract for this classification.
3. For the Fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	Orientation and Use of Tools of the Trade	
	A. Safety procedures	5 hrs.
	B. Setting up template and guide lines	10 hrs.
	C. Use of hand trowels, straight edge and hand level	20 hrs.
	D. Use of materials, including brick, concrete block, tile, mortar mixer And other materials	40 hrs.
II.	Applied Techniques of Structural Masonry	
	A. Safety procedures	10 hrs.
	B. Excavations	25 hrs.
	C. Manholes, catch basins, drop inlets	375 hrs.
	D. Sidewalks, retaining walls, revetments	200 hrs.
	E. Miscellaneous structures	200 hrs.
III.	Blueprint or Construction Plan Reading and Application	50 hrs.
IV.	Checking and Inspection	
	A. Safety procedures	5 hrs.
	B. Conformity with specifications and plans	100 hrs.

**Total:** 1040 hrs.

## MECHANIC

Approximate Training Time:

52 weeks or 2080 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the Training Period: 90(ninety) percent of the skilled wage rate specified in the contract for this classification.

#### I. LUBRICATION

Oil, air, and fuel filtration, grease points, and capacities, inspection techniques to detect abnormal conditions.	40 HRS.
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#### II. PAINT AND BODY

Body work and painting procedures.	40 HRS.
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#### III. MACHINE SHOP FAMILIARIZATION

Welding and burning equipment and operations of lathes, saws, shapers, girder and presses.	160 HRS.
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#### IV. INJECTOR-GOVERNOR

The operation and service of fuel injector pumps and nozzles, and engine governors.	200 HRS.
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#### V. WATER-COOLED ENGINE REBUILD

Assist in the complete overhaul and testing of gas and diesel engines.	120 HRS.
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#### VI. TRANSMISSION AND REAR ENDS

Assist in the complete overhaul of the various mechanisms used to transfer engine horsepower to tractive effort.	240 HRS.
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#### VII. AIR COOLED ENGINES

Assist in the complete overhaul of the various air cooled engines and their applications.	200 HRS.
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**VIII. HEAVY EQUIPMENT PARTS FAMILIARIZATION**

The Parts Catalogs, procurement, handling, storage, and cost of heavy equipment parts. **80 HRS.**

**IX. STARTERS, GENERATORS, AND VOLTAGE REGULATORS**

Assist in the complete overhaul of the various starters, generators, and voltage regulators. **160 HRS.**

**X. HEAVY EQUIPMENT SHOP**

Assist in the repair and overhaul of the various heavy equipment which will include in so far as is practical, crawler and wheel tractors, crawler and portable cranes, booms, front end loaders, rollers, subgrade mixers, motor graders, compactors, pumps, and air compressors-their power plants, transmissions, controls and accessories. **600 HRS.**

**XI. HEAVY EQUIPMENT FIELD**

The role of the field mechanic is to make the repairs necessary in the field and perform preventive maintenance practices necessary to increase service life of the equipment. **240 HRS.**

**TOTAL** **2080 HRS.**

**MIXER OPERATOR (16 C.F. AND LESS) OR MIXER OPERATOR (OVER 16.  
C.F.)**

Approximate training time: 26 weeks or 1040 hrs.

**Training Breakdown**

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:

1. For the First Half of the Training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
  2. For the Third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
  3. For the Fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.
- |      |   |          |
|------|---|----------|
| I.   | <b>Orientation and Observation</b>                                    |          |
| A.   | Safety procedures   | 10 hrs.  |
| B.   | Observation of plant in operation                                     | 40 hrs.  |
| C.   | Starting and manipulating of levers for dry batching<br>Of aggregates | 40 hrs   |
| II.  | <b>Care and Maintenance</b>   |          |
| A.   | Safety procedures   | 20 hrs.  |
| B.   | Routine adjusting, lubrication and servicing                          | 160 hrs. |
| III. | <b>Actual Operation of Equipment</b>                                  |          |
| A.   | Safe operating procedures   | 20 hrs.  |
| B.   | Batching, mixing and dropping mixes per individual<br>Mix design      | 160 hrs. |
| C.   | Operation of plant  | 590 hrs. |

**Total:** 1040 hrs.

## MOTOR GRADER OPERATOR

Approximate Training Time:

26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First half of the Training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification:
2. For the Third quarter of the Training period: (75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth quarter of the Training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

**I. Orientation and Observation**

- |   |          |
|---|----------|
| A. Safety procedures  | 5 hrs.   |
| B. Observation of machine in operation                                      | 100 hrs. |
| C. Starting and manipulating levers for moving equipment<br>And attachments | 35 hrs.  |

**II. Care and Maintenance**

- |   |         |
|---|---------|
| A. Safety Procedures                          | 5 hrs.  |
| B. Routine fueling, lubricating and servicing | 35 hrs. |

**III. Actual Operation of Equipment**

- |  |          |
|--|----------|
| A. Safe operating procedures                         | 5 hrs.   |
| B. Scraping and leveling dirt on roadway             | 180 hrs. |
| C. Spreading and mixing materials on roadway         | 170 hrs. |
| D. Shaping and blading subgrades                     | 150 hrs. |
| E. Balancing and rough shaping base course materials | 150 hrs. |
| F. Fine grading and dressing of shoulders and slopes | 145 hrs. |

Total

1040 hrs.

## MOTOR GRADER OPERATOR, FINE GRADE

Approximate Training Time: 39 Weeks or 1560 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification:
2. For the third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

I.	<b>Orientation &amp; Observation</b>	
	A. Safety procedures	5 hrs.
	B. Observation of machine in operation	100 hrs.
	C. Starting and manipulating levers for moving Equipment and attachments	95 hrs.
II.	<b>Care &amp; Maintenance</b>	
	A. Safety procedures	5 hrs.
	B. Routine fueling, lubricating and servicing	35 hrs.
III.	<b>Actual Operation of Equipment</b>	
	A. Safe operating procedures	5 hrs.
	B. Scraping and leveling dirt on roadway	180 hrs.
	C. Spreading and mixing materials on roadway	180 hrs.
	D. Shaping and blading subgrades	175 hrs.
	E. Balancing and rough shaping base course materials	175 hrs.
IV.	<b>Fine Grading Operations</b>	
	A. Safe operating procedures	5 hrs.

<b>B. Understanding grading plan requirements</b>	<b>15 hrs.</b>
<b>C. Setting grading standards</b>	<b>25 hrs.</b>
<b>D. Observation (as passenger) of fine grading operations</b>	<b>60 hrs.</b>
<b>E. Operation of Equipment to fine grade specifications</b>	<b>100 hrs.</b>
<b>F. Fine grading horizontal surfaces</b>	<b>200 hrs.</b>
<b>G. Fine grading shoulders and slopes</b>	<b>200 hrs.</b>

**Total:** 1560 hrs.

## MULCHER OPERATOR

Approximate Training time:

13 weeks or 520 hrs.

### Training Breakdown

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:

4. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
5. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
6. For the Fourth Quarter of the Training Period: 90(ninety) percent of the skilled wage rate specified in the contract for this classification.

#### I. Orientation and Observation

- |   |         |
|---|---------|
| A. Safety procedures  | 5 hrs.  |
| B. Observation of machine in operation                                      | 30 hrs. |
| C. Starting and manipulating levers for moving equipment<br>And attachments | 25 hrs. |

#### II. Care and Maintenance

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

#### III. Actual Operation of Equipment

- |  |          |
|--|----------|
| A. Safe operating procedures   | 5 hrs.   |
| B. Adjustment and operation of machine and distribution of mulching material | 415 hrs. |

Total:

520 hrs.

## OFFICE ENGINEER

Approximate Training Time: 26 wks or 1040 hrs.

Trainee Pay in this classification: Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.

### Training Breakdown

<b>I. ORIENTATION AND INTRODUCTION OF COSTING PROGRAM</b>	<b>240 HRS.</b>
A. Understanding and Basic Data Entry; and	
B. Report printing and reviewing.	
 <b>II. APPLIED KNOWLEDGE OF COSTING</b>	 <b>400 HRS.</b>
A. Time care review and approval;	
B. Schedule of quantities and quantity tracking;	
C. Material Purchasing;	
D. Agency invoicing; and	
E. Subcontractor and supplier payments.	
 <b>III. PROJECT BUDGETING</b>	 <b>120 HRS.</b>
A. Job cost adjustments;	
B. Budget change orders; and	
C. Contract change orders.	
 <b>IV. CONSTRUCTION PLANS AND SPECIFICATIONS</b>	 <b>120 HRS.</b>
A. Reading and understanding plans and specifications; and	
B. Quantity take-offs.	
 <b>V. SAFETY</b>	 <b>160 HRS.</b>
A. Understanding construction and job-site safety;	
B. Coaching and counseling of safety procedures;	
C. Involvement and enforcement of safety procedures; and	
D. Assisting and development of job hazard analysis.	
<b>TOTAL</b>	<b>1040 HRS.</b>

## OILER

Approximate Training time:

26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the first half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth quarter of the training period: 90(ninety) percent of the skilled wage rate specified in the contract for this classification.

#### I.Orientation and Safe use of Tools of the Trade

- |   |         |
|---|---------|
| A. Lubrication requirements of mechanical equipment | 20 hrs. |
| B. Material selection                               | 20 hrs. |

#### II. Applied Techniques of the Oiler

- |  |          |
|--|----------|
| A. Safety procedures   | 5 hrs.   |
| B. Equipment characteristics and lubrication points                                    | 145 hrs. |
| C. Oil changes, filter changes, grease guns, hard packing of grease, greasing Bearings | 450 hrs. |
| D. Minor adjustments to drive chains and clutches                                      | 150 hrs. |

III. Shop and Field Practices	50 hrs
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IV.Equipment Operation and operation of oil grease and fuel service truck	190 hrs.
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|----------------------|---------|
| A. Safety procedures | 10 hrs. |
|----------------------|---------|

Total:	1040 hrs.
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## PILEDRIVERMAN/PILEDRIVER OPERATOR

Approximate training time:

26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### I. Orientation and Observation

A. Safety procedures	5 hrs.
B. Observation of machine in operation	50 hrs.
C. Starting and manipulating levers for moving equipment and Attachments	45 hrs.

#### II. Care and Maintenance

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

#### III. Actual Operation of Equipment

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

Total	1040 hrs.
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## PILE DRIVER FOREMAN

Approximate training time 26 weeks or 1040 hours

### Training Breakdown

**Trainee Pay in this classification:** Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. However, if the trainee devotes over 20% of their time in a work week to physical and/or manual labors, they are covered under the DBA for the time spent performing the work of a laborer or mechanic, the DBA wage rate of the work being performed shall apply.

#### I. Orientation and Observation

- |  |          |
|--|----------|
| A. Learn to teach safety procedures                              | 25 hrs.  |
| B. Observe the teaching of setting grades from engineers' states | 25 hrs.  |
| C. Become able to teach pile driving                             | 100 hrs. |
| D. Learn to maintain records for office                          | 25 hrs.  |

#### II. Learning of applied Techniques

- |  |         |
|--|---------|
| A. Recruit, orient, techniques on supervising people | 30 hrs. |
| B. Blueprint and construction plan reading           | 50 hrs. |
| C. Apply the engineer's direction to piling          | 50 hrs. |
| D. Direct reading grades from engineer's states      | 50 hrs. |
| E. Supervise pile setting                            | 50 hrs. |

#### III. Diving Directions for Actual Operations

- |  |          |
|--|----------|
| A. Safety procedures   | 25 hrs.  |
| B. Direct Handling of pile   | 50 hrs.  |
| C. Direct pick-up guiding and seating of pile for driving          | 60 hrs.  |
| D. Directing rigging, leads, hammer and jet                        | 150 hrs. |
| E. Direct signaling and guiding pile and leads to point of driving | 100 hrs. |
| F. Direct aligning and plumbing pile                               | 100 hrs. |
| G. Direct cutting off, splicing and realigning pile                | 50 hrs.  |
| H. Direct the setting up and operation of pile-driving equipment   | 100 hrs. |

Total 1040 hrs.

## PIPE LAYER

Approximate training time:

13 weeks or 520 hours

### Training Breakdown

Trainee will be 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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |   |         |
|---|---------|
| A. Safety procedures                                    | 5 hrs.  |
| B. Observation of spade operation and laying of pipe    | 20 hrs. |
| C. Study of various types of pipe and related materials | 5 hrs.  |

#### Care and Maintenance

- |   |         |
|---|---------|
| A. Safety procedures                              | 5 hrs.  |
| B. Ditch preparation, handles materials and tools | 20 hrs. |

#### Actual Handling of Pipe and Spade

- |  |          |
|--|----------|
| A. Ditch grading with compressed air driven or hand spade  | 50 hrs.  |
| B. Handles material, assist in lowering pipe   | 50 hrs.  |
| C. Works with pipe layer in laying all types of pipe and duct.<br>Adjusts pipe to elevation, inserts spigot end of pipe into bell<br>End of last laid pipe | 365 hrs. |

Total	520 hrs.
-------	----------

## POWER TOOL OPERATOR

Approximate training time:

18 weeks or 720 hrs.

### Training Breakdown

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:

1. For the First Half of the Training Period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training Period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the Training Period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

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

#### Care and Maintenance

- |   |         |
|---|---------|
| A. Safety procedures                        | 5 hrs.  |
| B. Routine lubricating, oiling and greasing | 50 hrs. |

#### Actual Operation of Equipment

- |                   |          |
|-------------------|----------|
| A. Jack Hammer    | 100 hrs. |
| B. Vibrator       | 100 hrs. |
| C. Tamper         | 100 hrs. |
| D. Paving breaker | 100 hrs. |
| E. Torque Wrench  | 100 hrs. |
| F. Chain Saw      | 50 hrs.  |
| G. Other          | 75 hrs.  |

Total

720 hrs.

## ROLLER OPERATOR

Approximate training time: 26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |  |         |
|--|---------|
| A. Safety procedures                   | 5 hrs.  |
| B. Observation of machine in operation | 35 hrs. |

#### Care and Maintenance

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

#### Actual Operation of Equipment

- |  |          |
|--|----------|
| A. Safe operating procedures   | 5 hrs.   |
| B. Rolls base course to desired compaction   | 455 hrs  |
| C. Rolls asphalt surfaces to desired compaction and smoothness<br>And assures proper sealing of joints | 500 hrs. |

Total	1040 hrs.
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## SCRAPER-PAN OPERATOR

Approximate training time:

13 week or 520 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |  |         |
|--|---------|
| A. Safety procedures   | 5 hrs.  |
| B. Observation of machine in operation                                   | 20 hrs. |
| C. Starting and manipulating levers for moving equipment and Attachments | 15 hrs. |

#### Care and Maintenance

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

#### Actual Operation of Equipment

- |                              |          |
|------------------------------|----------|
| A. Safe operation procedures | 5 hrs.   |
| B. Loading                   | 150 hrs. |
| C. Spreading material        | 150 hrs. |
| D. Rough roadway grading     | 70 hrs.  |
| E. Compaction of embankment  | 65 hrs.  |

Total	520 hrs.
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## SIGN ERECTOR

Approximate Training Time:

26 week or 1040 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Safe use of Tools and Equipment

- |  |         |
|--|---------|
| A. Power and hand tools                        | 20 hrs. |
| B. Special fittings and hardware               | 10 hrs. |
| C. Specifications or design for concrete mixer | 20 hrs. |

#### Applied Techniques of Sign Erection

- |   |          |
|---|----------|
| A. Preparation of layout for signs                                  | 30 hrs.  |
| B. Cuts, ties and sets reinforcing steel for footings               | 25 hrs.  |
| C. Sets forms for, places concrete, and sets anchor bolts           | 300 hrs. |
| D. Erects wood or metal structure                                   | 250 hrs. |
| E. Places clamps, brackets or other required hardware on structures | 245 hrs. |
| F. Safety procedures  | 5 hrs.   |

Blueprint or Construction Plans Reading	50 hrs.
---	---------

#### Basic Design Familiarity

- |                      |        |
|----------------------|--------|
| A. Safety procedures | 5 hrs. |
|----------------------|--------|

Stripping and Salvage of Forms for Re-Use	75 hrs.
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- |                      |        |
|----------------------|--------|
| A. Safety procedures | 5 hrs. |
|----------------------|--------|

## STONE SPREADER OPERATOR

Approximate training time:

13 weeks or 520 hrs.

### Training Breakdown

Trainee will be paid in 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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |   |         |
|---|---------|
| A. Safety procedures  | 5 hrs.  |
| B. Observation of machine in operation  | 25 hrs. |
| C. Starting, stopping and manipulating levers for moving<br>Equipment and attachments | 20 hrs. |

#### Care and Maintenance

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

#### Actual Operation of Equipment

- |   |          |
|---|----------|
| A. Selection and loading of materials   | 40 hrs.  |
| B. Spreading of stone or other granular materials on spread way<br>Sub-base or base | 395 hrs. |

Total

520 hrs.



## TRACTOR OPERATOR (80 H.P. AND LESS)

Approximate training time:

13 weeks or 520 hrs.

### Training Breakdown

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:

1. For the First Half of the Training Period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75(seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### I. Orientation and Observation

- |  |         |
|--|---------|
| A. Safety procedures   | 5 hrs.  |
| B. Observation of machine in operation                                   | 30 hrs. |
| C. Starting and manipulating levers for moving equipment and attachments | 25 hrs. |

#### II. Care and Maintenance

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

#### III. Actual Operation of Equipment

- |   |          |
|---|----------|
| A. Safe operating procedures            | 5 hrs.   |
| B. Pulling compaction implements        | 150 hrs. |
| C. Pull graders for dressing operations | 150 hrs. |
| D. Ground clearing assistance           | 115 hrs. |

Total	520 hrs.
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## TRACTOR OPERATOR (OVER 80 H.P.)

Approximate training time:

13 weeks or 520 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |  |         |
|--|---------|
| A. Safety procedures   | 5 hrs.  |
| B. Observation of machine in operation                                   | 30 hrs. |
| C. Starting and manipulating levers for moving equipment and attachments | 25 hrs. |

#### Care and Maintenance

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

#### Actual Operation of Equipment

- |  |          |
|--|----------|
| A. Safe operating procedures   | 5 hrs.   |
| B. Pushing other equipment to aid in loading or unloading operations | 150 hrs. |
| C. Pulling compaction and mixing implements                          | 150 hrs. |
| D. Ground clearing assistance  | 115 hrs. |

Total

520 hrs.

## TRAFFIC CONTROL SPECIALIST

Approximate training time:

18 weeks or 720 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75(seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |   |         |
|---|---------|
| A. Safety procedures  | 10 hrs. |
| B. Learns and fully understand the basic functions and requirements<br>Of the position  | 20 hrs. |
| C. Becomes familiar with applicable regulations and/or policies.<br>Learn and understand basic functions and requirements of the position | 20 hrs. |

#### Applied Techniques

- |   |          |
|---|----------|
| A. Develops and maintains suitable liaison with project superintendent,<br>Project Engineer. Develops and maintains ways and means of controlling<br>Traffic on a daily basis   | 150 hrs. |
| B. Sees that adequate supplies are on hand to meet required needs   | 20 hrs.  |
| C. With helper, see to the proper erection, placement, etc. of required traffic<br>Control materials on a daily basis. Also responsible for removal of such material<br>At end of the work day. Sees that flaggers are properly trained and placed on a<br>Job where they will be most effective. | 300 hrs. |
| D. Stays abreast of any changes which come about during the day and take<br>Necessary steps to effect suitable control procedures   | 200 hrs. |

Total

720 hrs.

## TRENCHING MACHINE OPERATOR

Approximate training time: 26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75(seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |  |         |
|--|---------|
| A. Safety procedures   | 10 hrs. |
| B. Observation of machine in operation                                   | 50 hrs. |
| C. Starting and manipulating levers for moving equipment and attachments | 40 hrs. |

#### Care and Maintenance

- |   |          |
|---|----------|
| A. Safety procedures                          | 10 hrs.  |
| B. Routine fueling, lubricating and servicing | 340 hrs. |

#### Actual Operation of Equipment

- |   |          |
|---|----------|
| A. Safety operating procedures                                  | 10 hrs.  |
| B. Excavation for footings and removal of unsuitable materials  | 200 hrs. |
| C. Loading and unloading materials                              | 130 hrs. |
| D. Trenching for pipe, etc.                                     | 100 hrs. |
| E. Hoisting materials   | 50 hrs.  |
| F. Placement of beams, pipe, girders, piles, etc.               | 50 hrs.  |
| G. Charge hoppers with materials on asphalt and concrete plants | 50 hrs.  |

Total	1040 hrs.
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## TRUCK DRIVER (MULTI-REAR AXLE)

Approximate training time: 26 weeks or 1040 hrs.

### Training Breakdown

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the Training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |  |         |
|--|---------|
| A. Safety procedures                   | 10 hrs. |
| B. Observation of vehicle in operation | 50hrs.  |
| C. Starting and manipulating vehicle   | 40 hrs. |

#### Care and Maintenance

- |   |          |
|---|----------|
| A. Safety procedures                          | 10 hrs.  |
| B. Routine fueling, lubricating and servicing | 340 hrs. |

#### Actual Operation of Equipment

- |   |          |
|---|----------|
| A. Safe operating procedures                                | 10 hrs.  |
| B. Loading and unloading materials and operation of vehicle | 580 hrs. |

Total	1040 hrs.
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**TRUCK DRIVER (SINGLE REAR AXLE)**

Approximate training time: 13 weeks or 520 hours

**Training Breakdown**

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

**Orientation and Observation**

- |  |         |
|--|---------|
| A. Safety procedures                   | 5 hrs.  |
| B. Observation of vehicle in operation | 20 hrs. |
| C. Starting and manipulating vehicle   | 15 hrs. |

**Care and Maintenance**

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

**Actual Operation of Equipment**

- |   |          |
|---|----------|
| A. Safe operating procedures                                | 5 hrs.   |
| B. Loading and unloading materials and operation of vehicle | 435 hrs. |

Total	520 hrs.
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**TRUCK DRIVER (HEAVY DUTY)**  
**(OVER 7 C.Y.)**

Approximate training time: 26 weeks or 1040 hrs.

**Training Breakdown**

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:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: (ninety) percent of the skilled wage rate specified in the contract for this classification.

**Orientation and Observation**

- |  |         |
|--|---------|
| A. Safety procedures                   | 10 hrs. |
| B. Observation of vehicle in operation | 50 hrs. |
| C. Starting and manipulating vehicle   | 40 hrs. |

**Care and Maintenance**

- |   |          |
|---|----------|
| A. Safety procedures                          | 10 hrs.  |
| B. Routine fueling, lubricating and servicing | 340 hrs. |

**Actual Operation of Equipment**

- |   |          |
|---|----------|
| A. Safe operating procedures                                | 10 hrs.  |
| B. Loading and unloading materials and operation of vehicle | 580 hrs. |

Total	1040 hrs.
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## WEIGHMAN (TRUCK SCALES)

Approximate training time:

5 ¼ weeks or 230 hrs.

### Training Breakdown

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:

1. For the First Half of the Training Period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Observation

- |                                   |         |
|-----------------------------------|---------|
| A. Safety procedures              | 10 hrs. |
| B. Observation of weighing trucks | 20 hrs. |
| C. Observation of ticket writing  | 20 hrs. |

#### Applied Techniques of the Trade

- |   |         |
|---|---------|
| A. Correct operating procedure                    | 20 hrs. |
| B. Ticket writing and recapping tonnage reports   | 40 hrs. |
| C. Proper reporting of tonnage by type and weight | 40 hrs. |

#### Actual Operation of Scales

- |  |         |
|--|---------|
| A. Weighing trucks, writing tickets, recapping and reporting tonnage run | 80 hrs. |
|--|---------|

Total	230 hrs.
-------	----------



## WELDER

Approximate training time: 26 weeks or 1040 hrs.

### Training Breakdown

Trainee will be paid the training wages specified in the construction contract. (Welding may be incidental to a parent classification).

If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows:

1. For the First Half of the training period: 60 (sixty) percent of the skilled wage rate specified in the contract for this classification.
2. For the Third Quarter of the training period: 75 (seventy-five) percent of the skilled wage rate specified in the contract for this classification.
3. For the Fourth Quarter of the training period: 90 (ninety) percent of the skilled wage rate specified in the contract for this classification.

#### Orientation and Safe Use of Tools of the Trade

A. Safety procedures	5 hrs.
B. Welding equipment	20 hrs.
C. Materials selection	20 hrs.
D. Observation of welder	20 hrs.

#### Applied Techniques of Welding

A. Safety procedures	5 hrs.
B. Acetylen-cutting, brazing and welding	300 hrs.
C. Electric-cutting and welding	300 hrs.

#### Actual Welding Operations

A. Safety procedures	5 hrs.
B. Cut, lay out, fit, and weld sheet metal cast iron and other metal Parts	185 hrs.
C. Fabricate and repair equipment	180 hrs.

Total 1040 hrs.

